

Microsoft Power Point - Practical Exercises

Exercise 1

1. Start Microsoft PowerPoint presentation
2. Start a new blank presentation
3. Your first Slide is going to be a Title Slide
4. Write the Text as in the preview below:
Lighthouse Co Ltd
5. Make the Font of "Lighthouse" Arial Black and size 88
6. Insert a second slide this should be with a layout of Bulleted List
7. Write the Text as in preview below
 - a. [Title]: Lighthouse Co Ltd
 - b. [Body]:
 - i. Mission Statement
 - ii. Company Objectives
 - iii. Management Team
 - iv. Employees
 - v. Sales
8. Make the Font Colour of the Points to Green
9. Insert a third slide this should be an Organization Chart. Include the following people in the chart:
 - a. David Brent, General Manager
 - b. Tim Canterbury, Head of Sales
 - c. Gareth Keenan, Assistant to the General Manager
 - d. Dawn Tinsley, Human Resources Manager
10. Add a fourth slide this should be a Table Chart. The chart should look like the following:

<i>New Products</i>	<i>Discontinued Products</i>
Digital Cameras	8mm Cameras
Ultra Slim Video Camera	8x Zoom Video Camera
25" Plasma TVs	21" Black and White TVs
DVD Recorders	Video Players
7.1 Dolby Surround Systems	2 channel stereo systems

11. Make the titles *New Products* and *Discontinued Products* with a shadow effect and centred in the cell. Widen columns to fit Text as above.
12. The Fifth slide should be a Chart slide. The chart should be a bar chart, and include the following data must be used to form the chart:

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Mark Steyvers

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name Mark Steyvers.

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