#### Microsoft Power Point - Practical Exercises

#### Exercise 1

- Start Microsoft PowerPoint presentation
- Start a new blank presentation.
- 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
- Insert a second slide this should be with a layout of Bulleted List
- Write the Text as in preview below
  - a. [Title]: Lighthouse Co Ltd
  - b. [Body]:
    - i. Wission Statement
    - ii. Company Objectives
    - iii. Management Team
    - iv. Employees
    - v. Sales
- 8. Make the Font Colour of the Points to Green
- 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:

New Products	Discontinued Products
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 fittes 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:

# **Microsoft Access And Powerpoint Past Exam Papers**

**DJ Losen** 

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Microsoft Office Word 2007 Essential Reference for Power Users Matthew Strawbridge, 2007-06 This extensive reference manual covers the whole of Microsoft Office Word 2007 in exquisite detail every dialog box is illustrated and every command whether or not it it available through the Ribbon is described and fully cross referenced This is not a how to guide but a serious reference for power users for whom the online help is not detailed enough Buy this book if you need quick answers to tricky questions about Word 2007 Microsoft Office for IPad Tom Negrino, 2014 You can view create and edit Office documents on your iPad using Microsoft's touch friendly versions of the popular productivity apps Negrino shows you how to get up to speed and gives you real world advice for text presentations notes and more Microsoft Office 2003 All-in-one Joseph W. Habraken, 2004 Presents a guide to the applications found in Microsoft Office including Excel Access Word PowerPoint and Outlook Essentials Computing for Business: Microsoft Office 2010 (UUM Press) Shahifol Arbi Ismail, Mohd Herry Mohd Nasir, Rafeah Mat Saat, Nor Asiah Yaakub, 2016-01-01 Essentials Computing for Business Microsoft Office 2010 introduces basic computing technologies to accounting students and professionals who will find it relevant and useful This book Helps you understand the actual theoretical and practical importance and relevance of Information Technology to the business community particularly accounting practitioners Helps you acquire basic to advanced skills for operating office productivity programmess including word processing presentation spreadsheet and database Gives you a step by step understanding of how to complete a task by using well crafted hands on project samples Enhances your skills and abilities to operate an accounting programme by comparing the samples provided in the book to your own completed projects Provides additional exercises at the end of each chapter to further enhance your understanding

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#### **Table of Contents Microsoft Access And Powerpoint Past Exam Papers**

- 1. Understanding the eBook Microsoft Access And Powerpoint Past Exam Papers
  - The Rise of Digital Reading Microsoft Access And Powerpoint Past Exam Papers
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Access And Powerpoint Past Exam Papers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Access And Powerpoint Past Exam Papers
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Access And Powerpoint Past Exam Papers
  - Personalized Recommendations
  - Microsoft Access And Powerpoint Past Exam Papers User Reviews and Ratings
  - Microsoft Access And Powerpoint Past Exam Papers and Bestseller Lists
- 5. Accessing Microsoft Access And Powerpoint Past Exam Papers Free and Paid eBooks
  - Microsoft Access And Powerpoint Past Exam Papers Public Domain eBooks
  - Microsoft Access And Powerpoint Past Exam Papers eBook Subscription Services
  - Microsoft Access And Powerpoint Past Exam Papers Budget-Friendly Options
- 6. Navigating Microsoft Access And Powerpoint Past Exam Papers eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Access And Powerpoint Past Exam Papers Compatibility with Devices
  - Microsoft Access And Powerpoint Past Exam Papers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access And Powerpoint Past Exam Papers
  - Highlighting and Note-Taking Microsoft Access And Powerpoint Past Exam Papers
  - Interactive Elements Microsoft Access And Powerpoint Past Exam Papers

- 8. Staying Engaged with Microsoft Access And Powerpoint Past Exam Papers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access And Powerpoint Past Exam Papers
- 9. Balancing eBooks and Physical Books Microsoft Access And Powerpoint Past Exam Papers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access And Powerpoint Past Exam Papers
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access And Powerpoint Past Exam Papers
  - Setting Reading Goals Microsoft Access And Powerpoint Past Exam Papers
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access And Powerpoint Past Exam Papers
  - Fact-Checking eBook Content of Microsoft Access And Powerpoint Past Exam Papers
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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