

## 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><b>New Products</b></i>	<i><b>Discontinued Products</b></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:

# Ms Powerpoint Practical Question Paper

**Michael Rajnik**



## **Ms Powerpoint Practical Question Paper:**

## Reviewing **Ms Powerpoint Practical Question Paper**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Ms Powerpoint Practical Question Paper**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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