

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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S Marginson



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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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