

Slides & Presentations

These exercises include topics taken from the following list: understanding and using different views, understanding slide show basics, saving, closing and opening presentations, using presentation/design templates, creating a blank presentation, adding new slides / inserting slides and changing slide layout and background.

Exercise 6.3

1. Open the **Computers** presentation.
2. Switch to **Outline View**.
3. **Collapse All** slides so only the title can be seen.
4. Move the **Printer and Scanner** slide above the **Mouse, Keyboard and Speakers** slide.
5. Switch to **Slide Sorter View**.
6. Move the **Printer and Scanner** slide back to the end of the presentation.
7. Switch to **Notes Page View** and read the notes on each of the pages.
8. Add a light blue background to the **Title Slide** of the presentation.
9. Save the presentation as **Computers 2** and close it.

Exercise 6.4

1. Create a new blank presentation, selecting the **Title Slide** layout.
2. On the title slide, add the title text **Solar System**.
3. Click to add the **Subtitle 'by Your Name'**.
4. Insert a **New Slide** using the **Title and Text (Bulleted List)** layout.
5. Click to add the title **The Sun**.
6. Add a new slide for each of the following titles:



- **Mercury**
- **Venus**
- **Earth**
- **Mars**
- **Jupiter**
- **Saturn**
- **Uranus**
- **Neptune**
- **Pluto**

7. Save the presentation as **Planets**.
8. Close the presentation.

Formatting

These exercises include topics taken from the following list: applying formatting, text effects and bullets, using undo and redo, changing alignment and spacing, using cut, copy and paste, using animation schemes and custom animation, applying headers & footers, working with master pages and checking spelling.

Exercise 6.5

1. Open the **Computers** presentation.
2. Add a **White Marble Texture Background** to the **Slide Master**.
3. Add a light blue background to the **Title Master**.
4. Change the font on the **Slide Master** and **Title Master**.
5. Change the colour of the text of the **Masters** so the text stands out clearly.
6. On the **2nd Slide** add **Custom Animation** to the 2 pictures, so they run as soon as the slide is opened.
7. Add **Custom Animation** to the images on the other slides.
8. Add a **Date** to the presentation which **Automatically Updates** and the **Slide Number** to each slide.
9. Save the presentation as **Computer Formatted** and close it.