Multi-State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

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Digital Literacy II: Office Productivity
Unit 4 Slideshow Presentations
LAB 1 PowerPoint Fundamentals

Objectives

- Identify elements of PowerPoint's interface
- Create and manage presentations
- Insert, arrange, and navigate slides
- Insert, edit, and format text and pictures
- Utilize slide themes and transitions

Equipment Required

- Notebook computer
- Microsoft PowerPoint 2013

Introduction

In this lab, you will demonstrate your ability to navigate Microsoft PowerPoint and perform fundamental skills to construct presentations, organize slides, insert, edit, and format slide content, and create visually appealing presentations using themes and slide transitions. These skills are necessary to create effective and dynamic slideshow presentations in PowerPoint.

In order to perform the lab Procedure, you should know how to:

- Create, open, and save presentations
- Insert and duplicate slides and slide sections
- Delete and hide slides
- Format and customize slide layouts and themes
- Enter, edit, and format text and bullet-lists
- Check spelling and grammar
- Apply slide transitions
- Utilize slide views
- Insert, format, and arrange pictures

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Procedure

POWERPOINT INTERFACE

1. Review Diagram 1 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below

    a. _____ Ribbon: contains all of the commands you will need to perform common tasks

    b. _____ Access Microsoft account information

    c. _____ Ruler: located at the top and left of the current slide

    d. _____ Slide Views: switch between Normal, Slide Sorter, Reading View, and Play Slideshow

    e. _____ Slide Pane: view and edit the selected slide

    f. _____ Quick Access Toolbar lets you access common commands no matter which tab is selected

    g. _____ Scroll Bars: click, hold, and drag to scroll up and down or left and right in a spreadsheet

    h. _____ Add speaker notes to the current slide

    i. _____ Slide Navigation Pane: add, delete, duplicate, and rearrange slides

    j. _____ Zoom Control: click, hold, and drag the slider to zoom-in or –out

    k. _____ View comments for the current slide

2. Review Diagram 2 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below

    a. _____ Change PowerPoint settings such as spell check, AutoRecover, and language preferences

    b. _____ Create a blank presentation or choose a template

    c. _____ Close Backstage view and return to the presentation

    d. _____ Show information about the current presentation

    e. _____ Preview the presentation, adjust settings, and output to a printer

    f. _____ Access recent presentations saved on your computer or OneDrive

    g. _____ Store a new presentation or revised presentation on your computer or OneDrive

    h. _____ Exit the current presentation

    i. _____ Allow others to view and collaborate on a presentation

    j. _____ Convert a presentation into a PDF format

    k. _____ Access your Microsoft profile, modify theme and background settings, and sign out

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3. Open PowerPoint 2013

4. Click through all of the tabs and review the commands on the Ribbon

5. Minimize and maximize the Ribbon

6. Navigate to Backstage and review your Options settings.

CREATING, SAVING, and OPENING PRESENTATIONS

7. Create a new blank presentation

8. Save the presentation in your Documents folder as "MyNewPresentation.pptx"

9. Close the presentation

10. Create a new presentation using a template

11. Open "MyNewPresentation.pptx"

    a. Pin the file to Backstage view

    b. Export the presentation as a PDF

SLIDE BASICS

12. Open the presentation "PP2013_SlideBasics.pptx"

13. Insert a new slide with the Title and Content layout

14. Add text to the title placeholder

15. Change the layout of slide 3 to Section Header

16. Copy and paste a slide, then move it to a new location

17. Apply a theme to your presentation

18. Insert a blank slide, then insert a text box on the slide

19. Change the slide size from Widescreen to Standard

20. Open the presentation "PP2013_ManagingSlides.pptx"

21. Switch between various slide views

22. View an outline of your presentation

23. Add speaker notes to your presentation using the Notes pane and the Notes Page view

24. Divide your presentation into two sections; create one section for "Dogs" and another for "Cats and Other Pets"

25. Collapse and expand the sections

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EDITING and FORMATTING TEXT

26. Review Diagram 3 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below

    a. _____ Create a bulleted- or numbered-list

    b. _____ Position text at the left, center, or right of a text box

    c. _____ Change the font-face or -name

    d. _____ Rotate or stack text

    e. _____ Position text at the top, middle, or bottom of a text box

    f. _____ Change the font-color

    g. _____ Apply bold, italics, underline, shadows, or strikethrough to text

    h. _____ Make text sentence case, lowercase, uppercase, etc.

    i. _____ Change the font-size

    j. _____ Increase or decrease the space between characters

27. Open the presentation "PP2013_TextBasics.pptx"

28. Insert a new slide at the end of the presentation

29. Copy the contents of slide 1 and paste them on the last slide

30. On slides 4, 5, and 6, move the gender and weight text to the line below the breed and age text; try using Cut & Paste as well as Drag & Drop

31. Format the title on slide one as follows:

    a. Font-type: Cambria

    b. Font-size: 53pt

    c. Character spacing: Very Tight

    d. Font-color: light blue (or similar shade)

    e. Font-style: bold

    f. Case: Upper Case

32. On slides 2, 4, 5, and 6, center-align the title

33. On slides 4-6, middle align the dog's profile information

34. Use Find and Replace to change the word "Likes" to "Enjoys" throughout the entire presentation

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LISTS and INDENTING TEXT

35. Open the presentation "PP2013_Lists.pptx"

36. Change the bulleted list on slide 4 to a numbered list

37. Change the color of the numbered list

38. Change the bullets on slide 3 to a different style

39. Change the bullet color

40. Change the bullets on slide 2 to a symbol

41. Open the presentation "PP2013_Indents.pptx"

42. Indent the last line on slide 4

43. Indent the second paragraph on slide 2

44. Show the ruler

45. Change the line spacing on slide 4.

INSERTING, ARRANGING, and FORMATTING PICTURES

46. Open the presentation "PP2013_InsertPictures.pptx"

47. Insert a picture from a file on your computer

48. Using Bing Image, search for "relax", find a picture, and insert it on slide 5

49. Resize the image on slide 6

50. Move the image to fit under the text

51. Open the presentation "PP2013_FormatPictures.pptx"

52. Resize, crop, and compress the image on slide 4

53. Open the presentation "PP2013_ArrangeObjects.pptx"

54. Align the heart-images in slide 3

55. Rotate the images in varying directions

56. Align the bicycle-images in slide 7

57. Evenly distribute the images horizontally

58. Group the images into one object

59. Move the grouped object to a new location on the slide

60. Ungroup the object

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APPLYING THEMES and TRANSITIONS

61. Open the presentation "PP2013_ApplyThemes.pptx"

62. Experiment with applying several different themes

63. Open the presentation "PP2013_Transitions.pptx"

64. Apply various transitions to different slides

65. Run the slideshow to test your transitions

66. Remove the transitions from all slides

CHECK SPELLING and GRAMMAR

67. Open the presentation "PP2013_CheckSpelling.pptx"

68. Navigate through the slides and correct or ignore some of the errors detected by automatic spell check

69. Manually run a spell check and correct the remaining errors
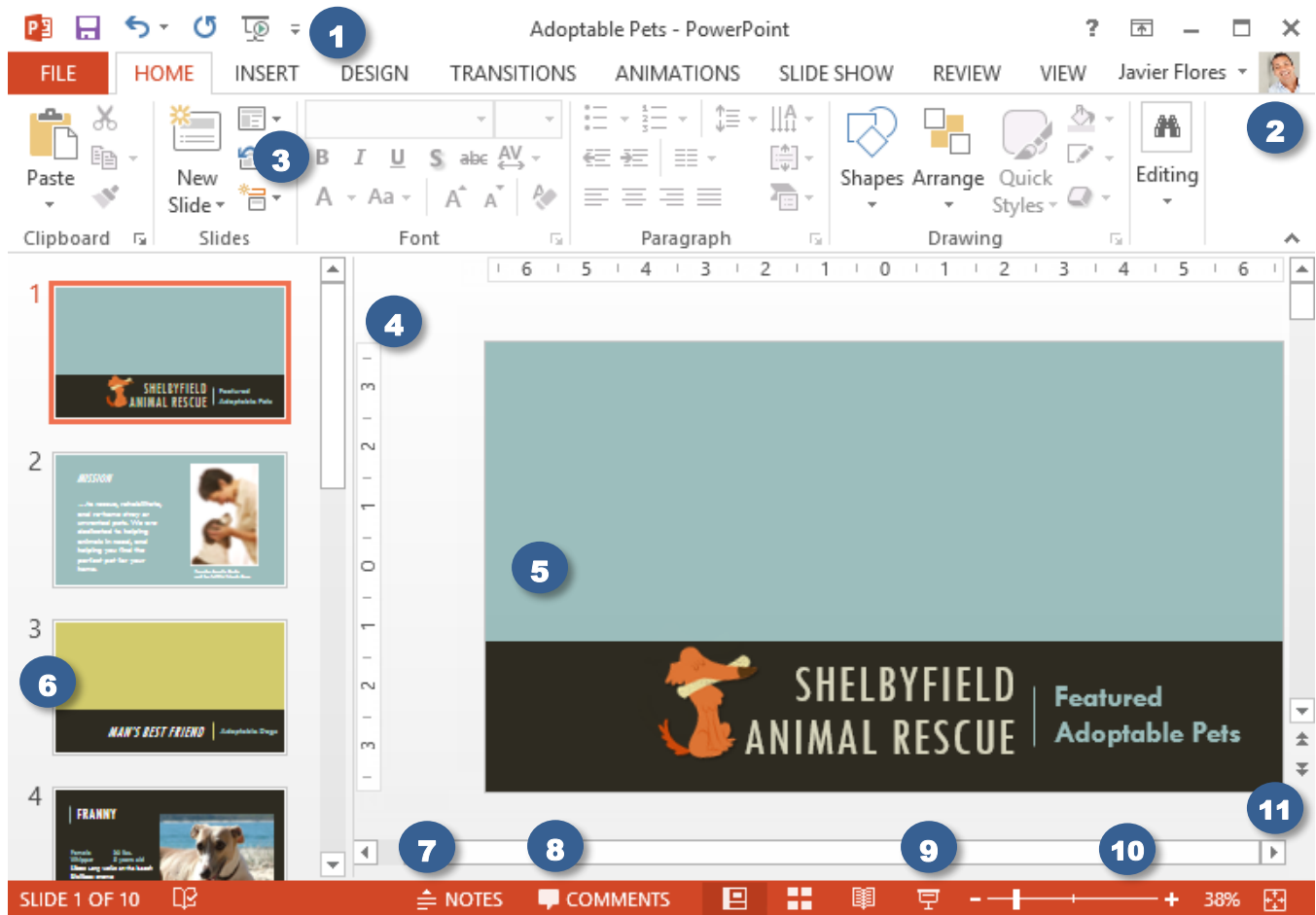

End Procedure

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DIAGRAM 1

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DIAGRAM 2

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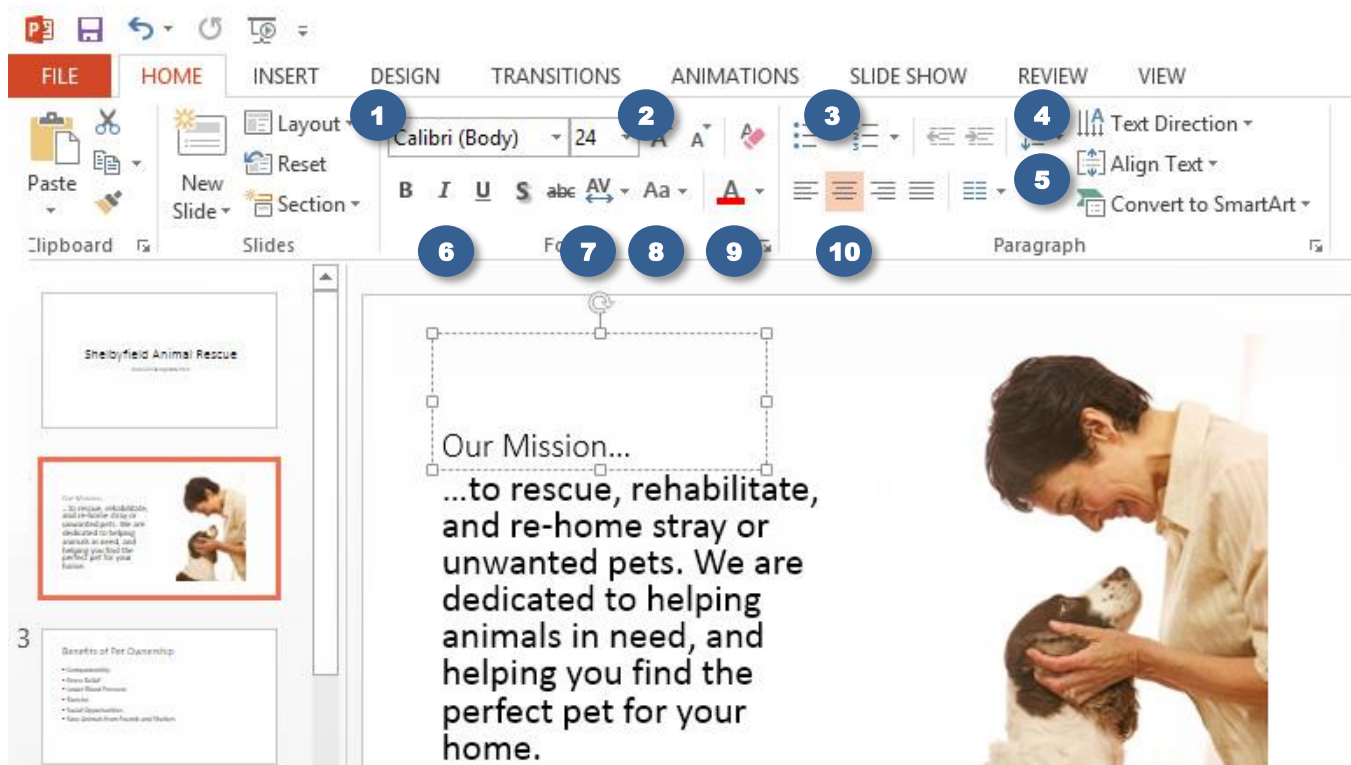Creative Commons Attribution 4.0 International License.

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DIAGRAM 3

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