

PowerPoint Hands on Exercises (#1)

We will pause at certain points to give you a chance to practice and **explore** what you have been shown. Don't forget you can quickly "Undo" what you try by using Ctrl+Z.

On this one you can start from scratch, or use the exercise file I sent you.

Create Basic Slides

- (Outline of thoughts)
- File/New/Blank Presentation (clean slate!)
- Add slide(s): Insert/New Slide OR Ctrl+M
- Enter text in title slide & first bullet slide, including "sub-bullets"
- Choose a design and change slide size and see how it effects slides
- Choose layout type, including Blank (Home/Layout)
- Enter text in titles and bullets
- Copy or Cut and paste slide


NOTES:

Prepare the Slide Show for Presentation

- (Re)organizing slides
- Normal View
 - Drag a slide (at the left side) to change its order
 - Add a note about the current slide (your comments about the process)
- Switch to Slide Sorter View
 - Drag a slide to change its order
- Return to Normal view and Hide a slide
 - Right-click/Hide Slide, or
 - Slide Show/Hide Slide

NOTES:

Present the Slide Show

- Slide Show/From Beginning (or F5)
- Slide Show/From Current Slide (or Icon at lower right) 
- Press ESC to stop slide show
- Navigation *during* slide show (start slide show to practice the following)
 - On-screen controls (faint icons at lower left)
 - Pop-up menu controls (right mouse click)
 - Keyboard shortcuts (skip the mouse/menus)
 - Space bar to advance
 - Arrow/Pg keys
 - Esc to stop slide show
 - B for Black/Unblack
 - W for White/Unwhite
 - G for Gallery of all slides
- Try pointer options (e.g.,

NOTES: