

PowerPoint Presentations

Exercise 1

1. Create a new PowerPoint Presentation with the first slide being a Title slide.
2. In the Title Placeholder enter the text **New Product Launch**.
3. Enter the text **Round Wheels** in the Sub-title placeholder.
4. Create a second slide, this time use the Bulleted List layout.
5. In the Title placeholder enter the text **Amazing Features**
6. In the Bulleted list frame enter
 - **Smooth Travelling for Passenger Comfort**
 - **Reduced Fuel Consumption**
 - **Longer Engine Life**
 - **Multiple Uses in Transport Sector**
 - **Cars**
 - **Bicycles**
 - **Trucks**
7. Create a third slide, this time use the **two content layout**
8. Inside the left content Placeholder, enter the following **Advantages & Disadvantages**
 - **Faster**
 - **Smoother**
 - **Easier to start**

9. Inside the right content Placeholder insert a picture using **Clip Art**
10. Save your presentation with the name **Round Wheels**
11. Run a slide show to see how it looks, and if it needs editing
12. Move to the **Slide Sorter View**
13. Select all your slides and from the **Design** tab choose a design theme for your slides
14. While in the Slide Sorter View, move to the **Transition** tab, select all your slides and apply a transition effect of your choice
15. Run a slide show
16. Save the changes you made to your presentation
17. From the '**File**' tab, click on **Print** and from the **Settings** choose **3 slides** to a page option
18. Print Preview and Print your presentation (*3 slides to a page*).

Note: Always Print Preview before Printing