

## 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 centered 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:

# Ms Powerpoint Practical Question Paper

**J Spring**



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## **Table of Contents Ms Powerpoint Practical Question Paper**

1. Understanding the eBook Ms Powerpoint Practical Question Paper
  - The Rise of Digital Reading Ms Powerpoint Practical Question Paper
  - Advantages of eBooks Over Traditional Books
2. Identifying Ms Powerpoint Practical Question Paper
  - 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 Ms Powerpoint Practical Question Paper
  - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Powerpoint Practical Question Paper
  - Personalized Recommendations
  - Ms Powerpoint Practical Question Paper User Reviews and Ratings
  - Ms Powerpoint Practical Question Paper and Bestseller Lists
5. Accessing Ms Powerpoint Practical Question Paper Free and Paid eBooks

- Ms Powerpoint Practical Question Paper Public Domain eBooks
  - Ms Powerpoint Practical Question Paper eBook Subscription Services
  - Ms Powerpoint Practical Question Paper Budget-Friendly Options
6. Navigating Ms Powerpoint Practical Question Paper eBook Formats
- ePub, PDF, MOBI, and More
  - Ms Powerpoint Practical Question Paper Compatibility with Devices
  - Ms Powerpoint Practical Question Paper Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Ms Powerpoint Practical Question Paper
  - Highlighting and Note-Taking Ms Powerpoint Practical Question Paper
  - Interactive Elements Ms Powerpoint Practical Question Paper
8. Staying Engaged with Ms Powerpoint Practical Question Paper
- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Ms Powerpoint Practical Question Paper
9. Balancing eBooks and Physical Books Ms Powerpoint Practical Question Paper
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Ms Powerpoint Practical Question Paper
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Ms Powerpoint Practical Question Paper
- Setting Reading Goals Ms Powerpoint Practical Question Paper
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ms Powerpoint Practical Question Paper
- Fact-Checking eBook Content of Ms Powerpoint Practical Question Paper
  - 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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