

# **Microsoft PowerPoint 2003**

EXERCISE PACK



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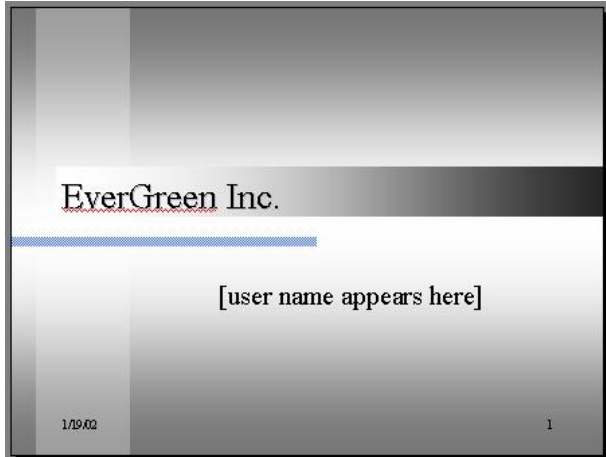
The **CompleteVISUAL**™ step-by-step  
Exercise Pack

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**Getting Started**

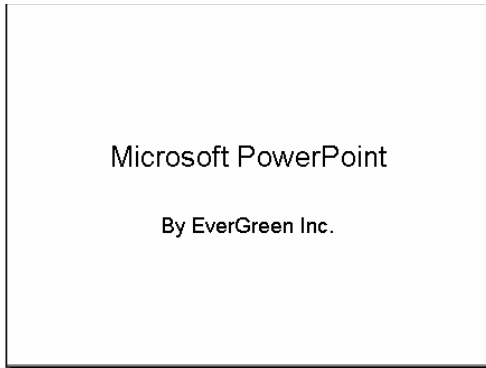
1. Start PowerPoint 2003
2. Create a new presentation with the **AutoContent Wizard** .
3. Click **Project Overview** presentation type.
4. Name the presentation title **EverGreen Inc** .
5. Finish the wizard. The presentation created has 11 slides and the first slide looks like this.



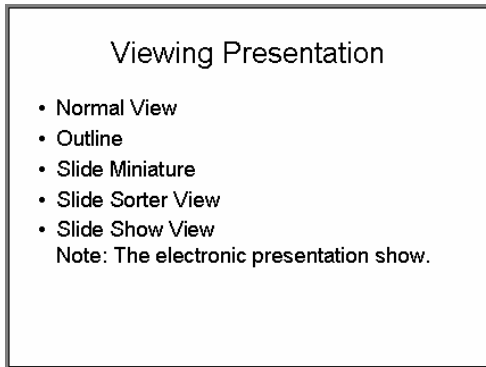
6. Switch to **Normal** view.
7. Show **Outline** pane.
8. Show **Slide Miniature** pane.
9. Switch to **Slide Sorter** view.
10. Go to **slide 6** .
11. Go to last slide using shortcut key.
12. Go back to first slide using shortcut key.
13. Save the presentation with file name: **AutoContent Exercise**
14. Close the presentation.
15. Exit PowerPoint.
16. Start PowerPoint and open the saved presentation: **AutoContent Exercise** .
17. Run the Slide Show.
18. Exit PowerPoint.

## Creating Slides and Presentation

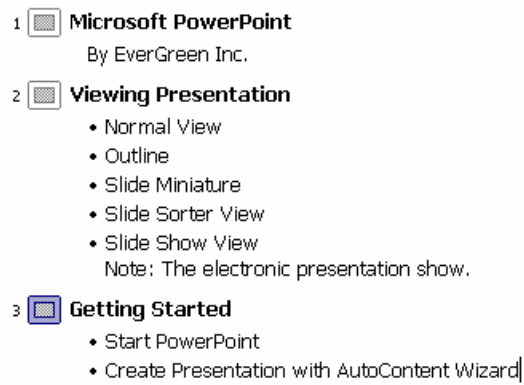
1. Create a new blank presentation.
2. Click **Title Slide** Layout for the first slide.
3. Enter the Title and subtitle as below.



4. Insert a new slide using **Title and Text** layout and a line not preceded by a bullet point as below.






5. Display **Outline** pane. Create a new slide by entering the slide title and the bullets points as below.

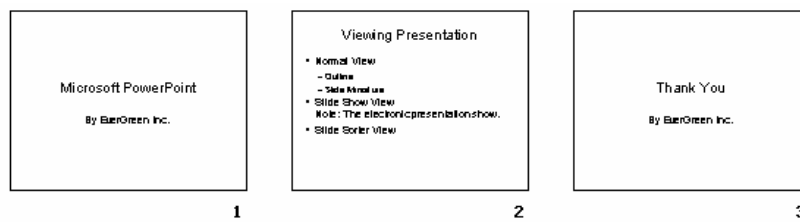


6. Demote **Outline** , **Slide Miniature** and **Slide Sorter View** bulleted points.

7. Promote **Slide Sorter View** bulleted item.
8. Rearrange the Slide Show View above the Slide Sorter View bulleted point as shown below.

- 1  **Microsoft PowerPoint**  
By EverGreen Inc.
- 2  **Viewing Presentation**
  - Normal View
    - Outline
    - Slide Miniature
  - Slide Show View  
Note: The electronic presentation show.
  - Slide Sorter View
- 3  **Getting Started**
  - Start PowerPoint
  - Create Presentation with AutoContent Wizard

9. Switch to **Slide Sorter View**.
10. Move the last slide to become the second slide.
11. Duplicate the first slide and change the title of the slide to **Thank You**.
12. Move the “ **Thank You** ” slide to the end of the presentation.
13. Delete the slide “ **Getting Started** ”. The slide sorter view now is displayed as the illustration below.



14. Add notes to slides.
  - Slide 1: When this slide is shown, greet the audience and introduce yourself.
  - Slide 3: Explain and demo the 5 different views in PowerPoint.
15. Run the Slide Show.

**Formatting Presentation**

1. Create a new slide using **Bulleted** Layout and enter the text as below.

Presentation Views

- Normal View – The screen is divided into 3 panes: Outline pane, slide pane and Notes panes. These panes let you work on all aspects of your presentation in one place.
- Outline View – It is useful when you have large amount of text in your presentation. It helps you to easily creates outlines and organizes contents for your presentation.

2. Change the format of the title: Font: **Arial** , Font Size: **40 pt** ., Color: **Blue** .
3. **Bold, Italic and Underline** both the “Normal View” and “Outline View”.
4. Change the Font Size of the bullet points to 28 pt.
5. Align the title to right.
6. Align both the bullet points to Justify.  
Tips: From the menu, click Format >> Alignment >> Justify from the menu.
7. Change both the bullet points to Line Spacing to **0.8 line** and **Before Paragraph 0.8 line** . The slide is now formatted as below.

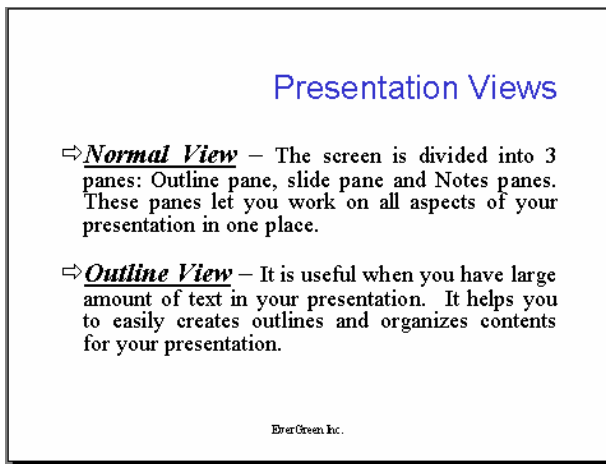
Presentation Views

- ***Normal View*** – The screen is divided into 3 panes: Outline pane, slide pane and Notes panes. These panes let you work on all aspects of your presentation in one place.
- ***Outline View*** – It is useful when you have large amount of text in your presentation. It helps you to easily creates outlines and organizes contents for your presentation.

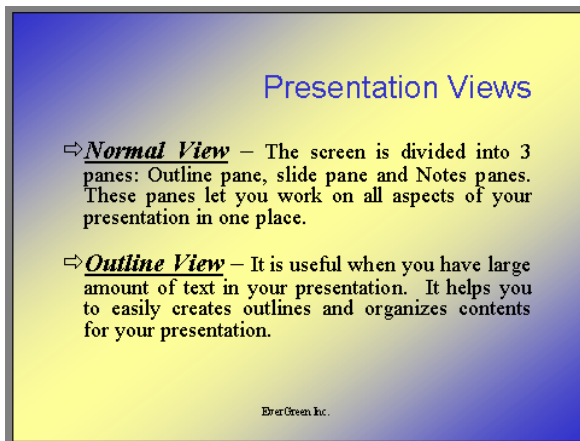
8. Change the bullets to another character as shown below.  
Tips: The character is found in Wingdings font.



9. Add Company name “ **EverGreen Inc.**” as the slide footer.



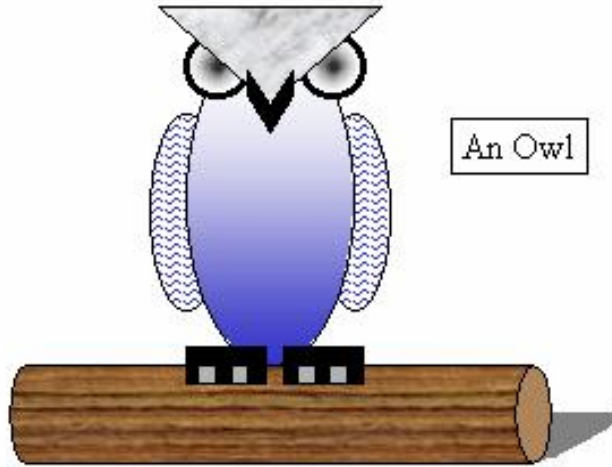
10. Change the background to **Shading** style using **2 colors: Blue** and **Yellow** as shown below.



11. Change the background to a Graphic file: **Gone Fishing.bmp** (in windows folder). The background is updated.

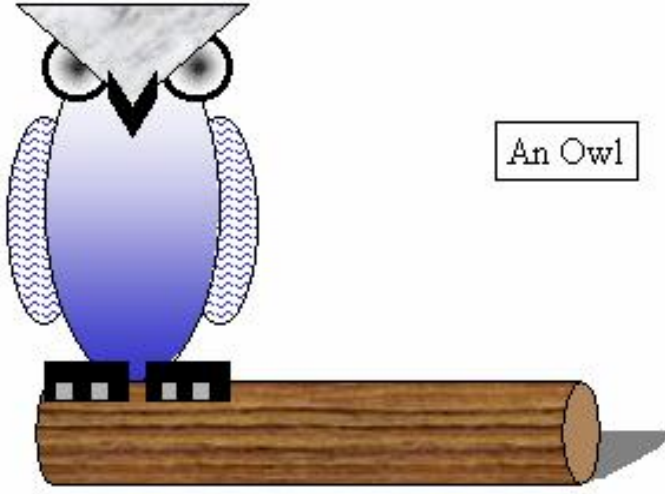
### Drawing and Working With Graphical Objects

1. Start PowerPoint and create a new blank presentation.
2. Draw the graphics as shown below using the **Drawing Tools** on the toolbar.



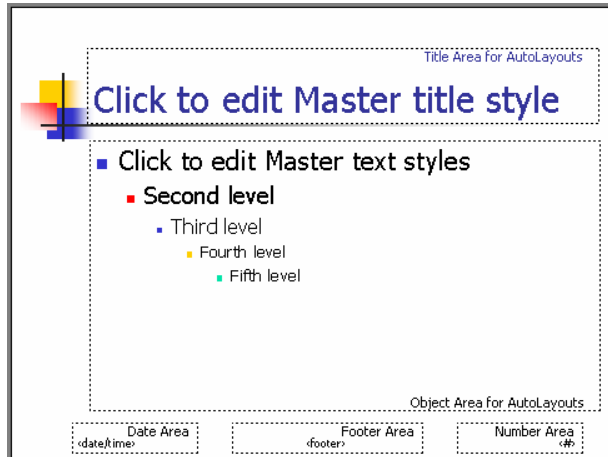
3. Use **marble texture** for the head of the owl.  
The eyes are **circle** fill with 1 color shading (shading style from center). The eyes are arranged behind the triangle but in front of the body.  
Use **pattern** for the wings.  
Use **Can** from **Basic Shapes** to create the tree trunk.  
Rotate the tree trunk.  
Use **Medium Wood texture** for the tree trunk.  
Create **shadow** for the tree trunk.
4. Group all the objects belong to the owl.

5. Move the owl to the left of the tree trunk as below.

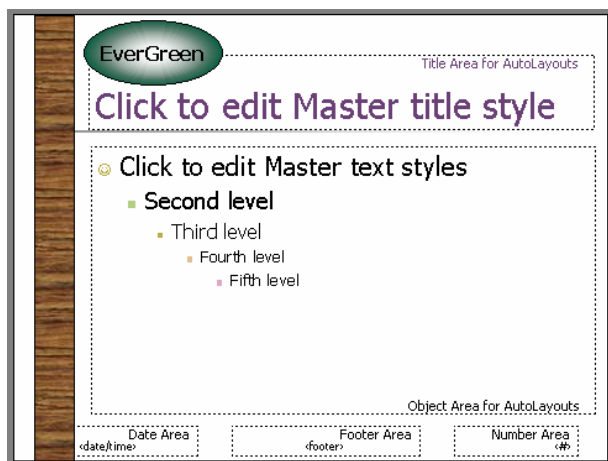


### Working With Template And Slide Master

1. Create a new presentation using the Blends template.
2. Go to the slide master as shown below.



3. Remove the color objects on the left.
4. Add a rectangle object (filled with medium wood texture) on the left.
5. Add an oval as the company logo format as illustrated below. Add text ` EverGreen ` into the logo.
6. Change the slide color scheme to the one on second row of third column.
7. Change the first bullet to a smiling face bullet.
8. The slide master is formatted as shown below.



9. Go back to slide view.

10. Save the new presentation as a new template using  
template name.
11. Create a new presentation using the new template.

**EverGreen** as the

## Printing Presentation

1. Create a new presentation using the **AutoContent wizard** .
2. Click **Marketing Plan** as the type of presentation.
3. Enter **EverGreen Inc. Marketing Plan** as the title of the presentation.
4. Finish the AutoContent wizard.
5. Change the ` to **Portrait** as shown below.



6. Change the Slide Orientation back to **Landscape** .
7. Print the current slide.
8. Print slide 4,6-10.
9. Print the outlines.
10. Print Notes Pages for the current slide.
11. Print the 9 slides per page handout.



**Working With Tables, ClipArt And WordArt**

1. Create a new presentation.
2. Create a slide contains title and table as below.

Sales In Year 2002

	Jan	Mar	Apr
Steve	100	200	300
Mary	120	420	150
John	160	130	350

3. Adjust column width and row height to the following.  
Align center **Jan** , **Mar** , and **Apr** .  
Align right all numbers.

Sales In Year 2002

	Jan	Mar	Apr
Steve	100	200	300
Mary	120	420	150
John	160	130	350

4. Add column and row as below.

Sales In Year 2002

	Jan	Feb	Mar	Apr
Steve	100	240	200	300
Mary	120	160	420	150
John	160	310	130	350
Kevin	240	340	260	270



5. Delete column and row as below.

Sales In Year 2002

	Jan	Feb	Mar
Steve	100	240	200
Mary	120	160	420
Kevin	240	340	260

6. Change borders as below.

Border Width: **6pt**  
Border Color: **Green**

Sales In Year 2002

	Jan	Feb	Mar
Steve	100	240	200
Mary	120	160	420
Kevin	240	340	260

7. Fill Jan, Feb and Mar cells in **Yellow** .  
Fill Steve, Mary and Kevin cells in **Light Blue** .  
Change Names Format to **Bold** in **White** .

Sales In Year 2002

	Jan	Feb	Mar
<b>Steve</b>	100	240	200
<b>Mary</b>	120	160	420
<b>Kevin</b>	240	340	260

8. Delete the existing title.  
Insert WordArt as the title, as shown below.

Sales In Year 2002

	Jan	Feb	Mar
<b>Steve</b>	100	240	200
<b>Mary</b>	120	160	420
<b>Kevin</b>	240	340	260

9. **Insert ClipArt as below.**  
Tips: The clipart is 'presentations' in 'people at work' category.

### Sales In Year 2002

	Jan	Feb	Mar
Steve	100	240	200
Mary	120	160	420
Kevin	240	340	260



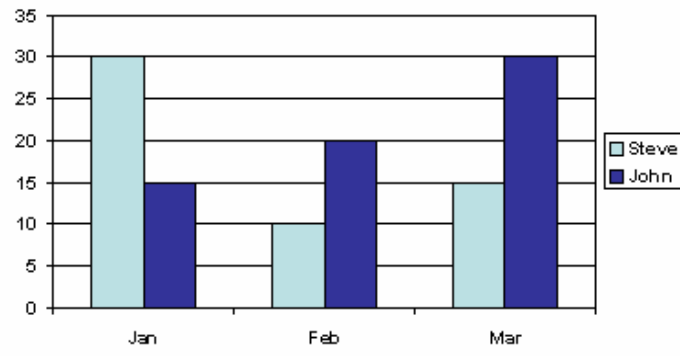
**Working With Graphics And Organization Chart**

1. Create a new presentation.
2. Create a Chart with the data in the table below.

	Jan	Feb	Mar
Steve	30	10	15
John	15	20	30

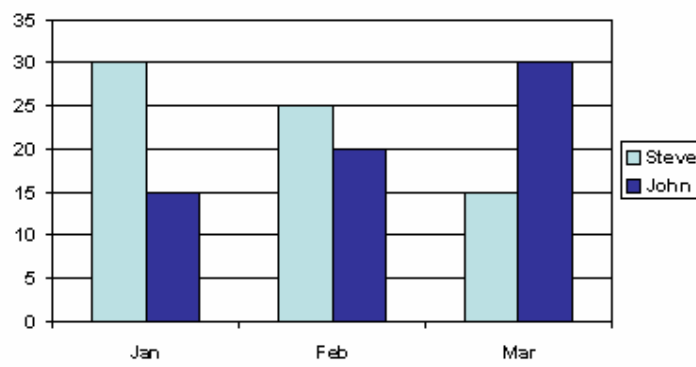
Change chart type to **2D column chart** .

**Sales In Year 2002**

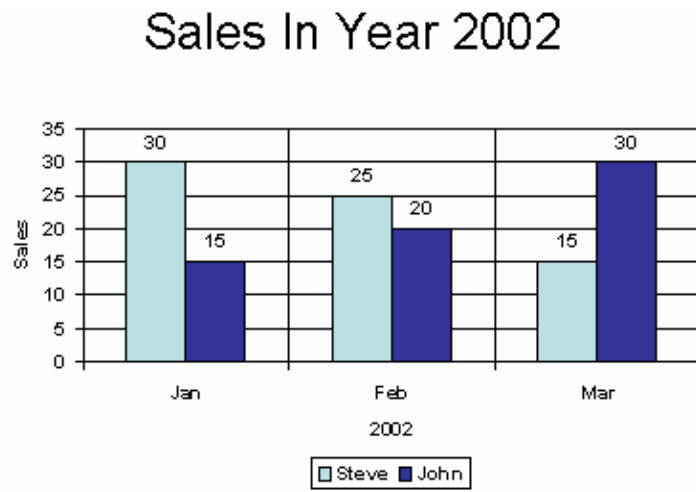


3. Change **Steve** sales in **Feb** to **25**.

**Sales In Year 2002**

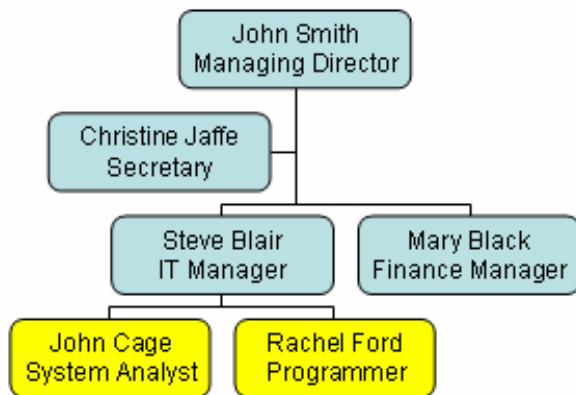


4. Change the chart as below.  
Change Title X-axis and Y-axis to **2002** and **Sales**.  
Select major gridlines for X-axis.  
Place legend at bottom.  
Show value as data label.



5. Create another slide with **Organization Chart** as below.

## Ever Green Inc.



**Delivering And Controlling Presentation**

1. Create a new presentation with these 3 slides.  
**Slide 1**

Sales Report  
By Marketing Department

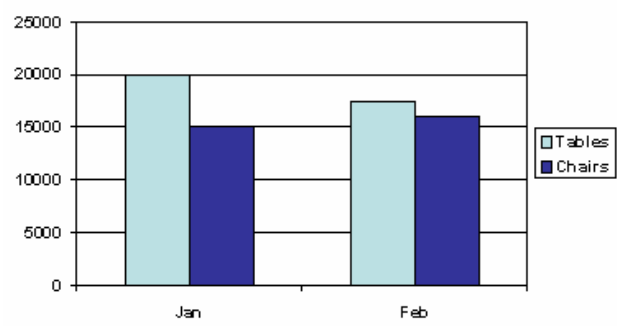
**Slide 2**

Sales In 2002

- **Jan**
  - Tables \$20000
  - Chairs \$15000
- **Feb**
  - Tables \$17500
  - Chairs \$16000

**Slide 3**

Sales In 2002



2. Apply **Fade in** and dim **Animation Scheme** to Slide 2.  
Apply **Ellipse Motion** to Slide 3.
3. For slide 2, customize Jan and Feb **Entrance Animation** to **Fly in** .  
Change all tables and chairs sales details to **Start On Click**.
4. For slide 3, apply **Dissolve in** as **Entrance Animation** .
5. Customize the Chart to animate **By element in category** .
6. Apply **Cover Left transition** for slide 2.  
Apply **Fade Through Black transition** for slide 3.
7. Run the slide show and add some drawing, use highlight annotation and ink annotations onto the slide during presentation.
8. Keep the ink annotations after the presentation.
9. Set **2** seconds for each slide and start self-running presentation.
10. Pack the presentation using **Package for CD** .
11. View the packaged presentation on another computer.



### Creating Interactive Presentation

1. Create a new presentation with the slides below and save as **NewYork.ppt** .

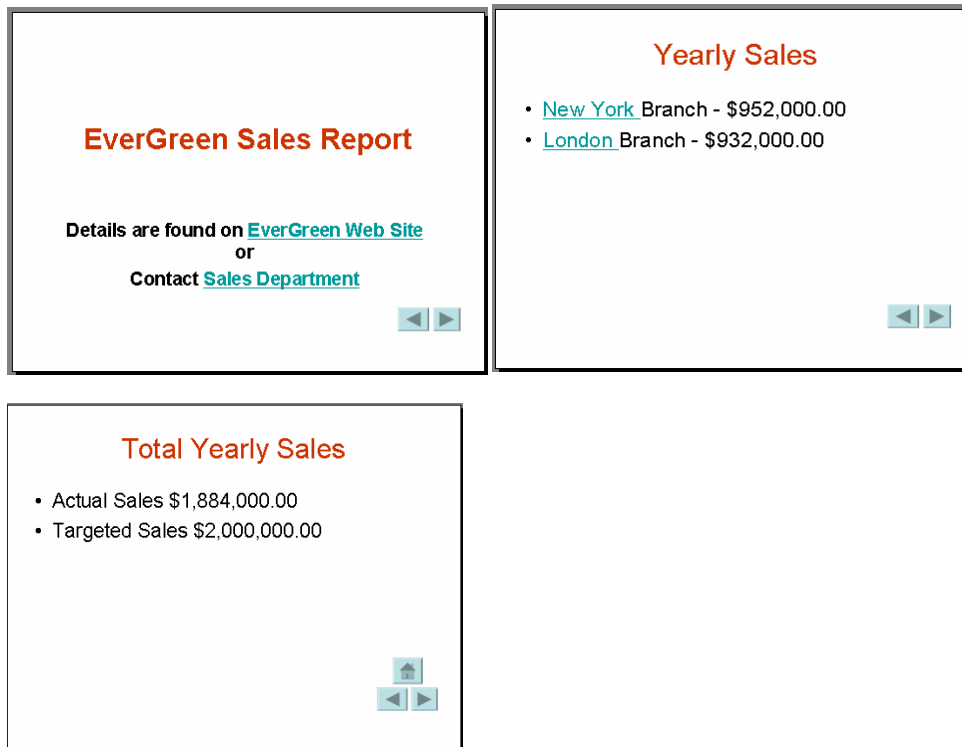
<b>New York Sales Product</b>	<b>New York Product List</b> <ul style="list-style-type: none"><li>▪ A103</li><li>▪ A110</li><li>▪ B110</li><li>▪ B321</li><li>▪ B322</li></ul>
1	2

2. Create second presentation with the slides below and save as **London.ppt** .

<b>London Sales Products</b>	<b>London Product List</b> <ul style="list-style-type: none"><li>▪ A102</li><li>▪ A109</li><li>▪ B113</li><li>▪ B323</li><li>▪ B340</li><li>▪ C120</li></ul>
1	2



3. Create third presentation with the slides below and save as **Sales Report.ppt** .



4. On first slide, create hyperlink to **EverGreen web site** to **www.evergreen.com** and **Contact Sales Department** to **sales@evergreen.com** on the first.
5. On second slide, create hyperlink to second slide of the presentation. **NewYork.ppt**
6. On third slide, create hyperlink to second slide of the presentation **London.ppt**
7. All the slides contain the **Next slide** and **Previous slide** buttons.
8. Only Third slide has the **Home** button.

**Working With Multimedia**

1. Create a new presentation and save as **multimedia.ppt** .

The image displays four PowerPoint slides arranged in a 2x2 grid, numbered 1 through 4. Slide 1 is the title slide with the text 'EverGreen Sales Report'. Slide 2 is the 'Yearly Sales' slide, containing a bulleted list: 'New York Branch - \$952,000.00' and 'London Branch - \$932,000.00'. Slide 3 is the 'New York Sales' slide, containing a bulleted list: 'Quarter 1 - \$200,000.00', 'Quarter 2 - \$354,000.00', 'Quarter 3 - \$278,000.00', and 'Quarter 4 - \$120,000.00'. Slide 4 is the 'London Sales' slide, containing a bulleted list: 'Quarter 1 - \$157,000.00', 'Quarter 2 - \$268,000.00', 'Quarter 3 - \$310,000.00', and 'Quarter 4 - \$197,000.00'.

2. Add the second sound track from a music CD to the second slide till the end of presentation.
3. Animate slide 2, 3 and 4. Add **Chime** sound effect to the text animation.
4. Add a movie file (avi file) to the second slide.
5. Run the presentation and start the movie.

**Integrating PowerPoint 2003 With Other Files**

1. Create a new presentation with the slides below and save as **NewYork.ppt** .

<p><b>New York Sales Product</b></p>	<p><b>New York Product List</b></p> <ul style="list-style-type: none"><li>▪ A103</li><li>▪ A110</li><li>▪ B110</li><li>▪ B321</li><li>▪ B322</li></ul>
<p>1</p>	<p>2</p>

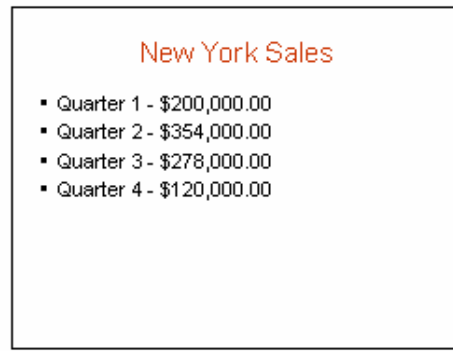
2. Create second presentation with the slides below and save as **London.ppt** .

<p><b>London Sales Products</b></p>	<p><b>London Product List</b></p> <ul style="list-style-type: none"><li>▪ A102</li><li>▪ A109</li><li>▪ B113</li><li>▪ B323</li><li>▪ B340</li><li>▪ C120</li></ul>
<p>1</p>	<p>2</p>

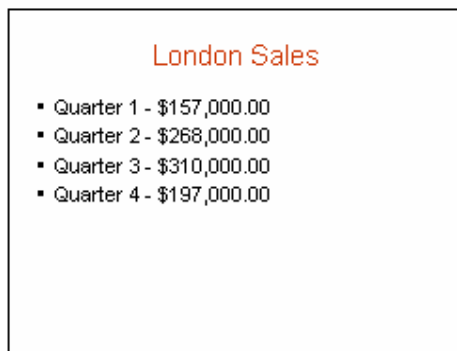
3. Create a new presentation and save as **Integration.ppt** .



1



2



4. Insert the second slide from **NewYork.ppt** presentation after the second slide in Integration presentation.

5. Integrate the **London.ppt** presentation to the **London Sales** slide in current presentation as illustrated.



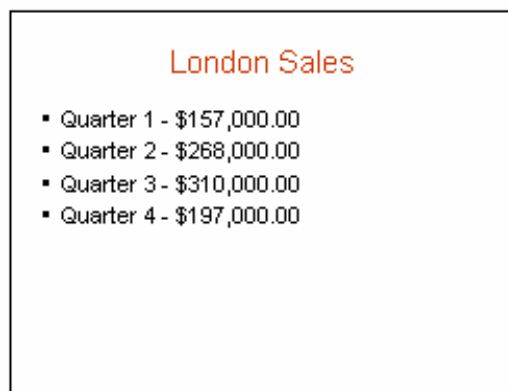
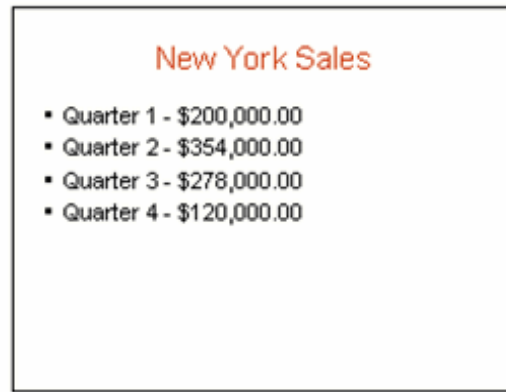
6. Insert **Excel Worksheet** on the **New York Sales** and **London Sales** slide to show the sales values.

7. Export presentation to Microsoft Word.

**Working On The Web**

1. Create a new presentation and save as **Web.ppt** .

*Tips: search for 'report' from the clipart to get the image.*



2. Insert the **setup.bmp** from **Windows** folder to the first slide as illustrated.
3. Publish the presentation to the web.
4. Change the Page Title Bar to **EverGreen Sales** .
5. Change the Page background color to **yellow** .
6. Use " **EverGreen Logo** " as the **Text Alternative** to the picture on the first slide.
7. Add some slide animation to the web pages.