Name: _____   Section: _____

CS 103 Introduction to Computers
Hands-on Exercises: MS PowerPoint: Chapter 1

All exercises refer to the Hands-On Exercises in the class textbook *Microsoft Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Submit this assignment at the **beginning** of your scheduled final exam time. If you have not completed an exercise, then print out your results at the last step completed to receive partial credit. **Late work will not be accepted.** This assignment is worth 40 points.

Hands-On Exercise 1: Introduction to PowerPoint (pp. 705 – 720)

[ ] Step 3.   Open a Presentation
                      (Open the **Introduction to PowerPoint.ppt** file)

[ ] Step 4.   The Save As Command

[ ] Step 5.   Modify a Slide   [Automatic Spell Check]

[ ] Step 6.   Show the Presentation   [Annotate a Slide]

[ ] Step 7.   Print the Presentation   (**Print 3 items:** All 6 slides on Print Handouts Mode, Print Outline View, only first slide in slide view)

[ ] Step 8.   Help with PowerPoint   (Do not to print help)

Hands-On Exercise 2: Creating a Presentation (pp. 721 – 732)

[ ] Step 1.   Create a New Presentation

[ ] Step 2.   Create the Title Slide

[ ] Step 3.   Save the Presentation (save to the **powerpoint** folder you created)

[ ] Step 4.   Enter the Text

[ ] Step 5.   The Thesaurus and Spell Check   [Research Task Pane]

[ ] Step 6.   Drag and Drop   [Select Slides in the Outline]

[ ] Step 7.   Choose a Design Template   (Select a High Contrast design)

[ ] Step 8.   View the Presentation   [Back Up Your Work]

Hands-On Exercise 3: Animating a Presentation (pp. 733 – 740)

[ ] Step 1.   Change the Slide Layout

[ ] Step 2.   Add the Clip Art

[ ] Step 3.   Add Transition Effects   [Change the Magnification]

[ ] Step 4.   Create a Summary Slide   [Selecting Multiple Slides]

[ ] Step 5.   Create Animation Effects

[ ] Step 6.   Show the Presentation

[ ] Step 7.   Print a Handout for this presentation using the instructions below:
    1. Go to File | Page Setup menu item and select Orientation | Notes, Handouts | Landscape
    2. Go to File | Page Preview menu item and click
    3. Select Print What: Handouts (4 Slides Per Page) and then Print these two pages

Hands-On Exercise 4: Enhancing a Presentation (pp. 741 – 758)

[ ] Step 1.   Insert a Comment

[ ] Step 2.   Copy the Word Table

[ ] Step 3.   Insert the Table

[ ] Step 4.   Insert the Excel Chart   [Linking Versus Embedding]

[ ] Step 5.   Update the Chart   [Updating Links]

[ ] Step 6.   Insert the Clip Art (you need to be online)   [The Shift Key]

[ ] Step 7.   Use the Drawing Toolbar   [AutoShapes]

[ ] Step 8.   Add a Media Clip   [Insert Slides from Other Presentations]

[ ] Step 9.   Add the WordArt   [The WordArt Toolbar]

[ ] Step 10. Complete the WordArt   [The Third Dimension]

[ ] Step 11. Print the Comments Pages   [The Page Setup Command]

In Class Presentation: Enhancing a Presentation

[ ] Step 1.   Create a slide show with **six** slides about some topic you feel passionate about. For Example: Your favorite music group, place to visit, food recipe, material object, television show, philosopher, singer, song, poet, poem, recreational activity, car, pet, tree, internet site, computer game.
Do Not include content that could be offensive to other people.

[ ] Step 2.   Upload your PowerPoint file at assignment page on NMC Online

[ ] Step 3.   Do a 6 to 8 minute presentation during your scheduled final exam time.

I completed all checked parts of this assignment

Signature: _____   Date completed: _____