

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

June Jamrich Parsons, Dan Oja



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Comprehensive Information Technology IX , [Let'S Log In 9](#) Sehgal,2003-09 **Computers Today & Tomorrow - 5** Meera Aggarwal, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1 8 This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and

MS Office 2007 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD

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questions measure your understanding of lab results and the key term quiz helps to build your vocabulary **Mike Meyers' CompTIA A+ Guide to 802 Managing and Troubleshooting PCs Lab Manual, Fourth Edition (Exam 220-802)** Mike Meyers, 2013-01-05 Bestselling CompTIA A author Mike Meyers provides hands on step by step labs updated for the 2012 release of Exam 220 802 so you can practice the IT skills essential for your success Mike Meyers CompTIA A Guide to Managing and Troubleshooting Operating Systems Lab Manual Fourth Edition contains more than 80 labs that challenge you to solve real world problems with key concepts Clear measurable lab objectives map to certification exam objectives ensuring direct correspondence to Mike Meyers CompTIA A Guide to Managing and Troubleshooting Operating Systems Fourth Edition Lab solutions are only available to instructors and are not printed inside the book The Lab Manual also includes materials lists and lab set up instructions Step by step not click by click lab scenarios require you to think critically and Hint and Warning icons guide you through potentially tricky situations Post lab observation questions measure your understanding of lab results and the key term quiz helps to build your vocabulary **Practical Microsoft Office 2003** June Jamrich Parsons, Dan Oja, 2004 This text and companion Book on CD provide a hands on interactive approach to learning practical Microsoft Office 2003 skills **Microbiology** Dave Wessner, Christine Dupont, Trevor Charles, Josh Neufeld, 2016-11-17 Microbiology 2nd Edition helps to develop a meaningful connection with the material through the incorporation of primary literature applications and examples The text offers an ideal balance between comprehensive in depth coverage of core concepts while employing a narrative style that incorporates many relevant applications and a unique focus on current research and experimentation The book frames information around the three pillars of physiology ecology and genetics which highlights their interconnectedness and helps students see a bigger picture This innovative organization establishes a firm foundation for later work and provides a perspective on real world applications of microbiology *Psychology Catalog 2005* Neil Thomson, 2004-09 **MCSE Designing Windows 2000 Directory Services Instructor's Pack** Michael Cooper, 2000-09 MCSE Windows 2000 Directory Services Administration Instructor's Pack Michael Cooper, 2000-11 Server+TM Certification Study Guide Syngress Media, Inc. Staff, Walter G Merchant, Jr. PH.D., 2001-11 **The Practical PC** June Jamrich Parsons, Dan Oja, 2001 A part of the Practical series this text teaches the basics of using a PC with a hands on interactive CD and book companion **CSCW 2006**, 2006 *Theory and Practice of Therapeutic Massage* Mark Beck, 2006 This text is known for being comprehensive and readable Often used as the main text for programs that are about 500 hours it covers all the key topics for individuals entering the profession with appropriate balance and depth Individuals entering massage programs come from widely varied backgrounds they are all ages have held various positions some health related some not Beck is known for being the text that can bring all these student dynamics together under the umbrella of a very readable approachable text Students like the fact that the often daunting area of A P and other clinically challenging learning objectives are made approachable through a unique body system approach to the

content and a nice writing style Midwest **Getting Your Research Paper Published** Mohit Bhandari, Anders Joensson, 2011-01-01 Written from the perspective of experienced surgeons and veteran researchers this succinct how to manual provides readers with everything they need to prepare publish and present a scientific research paper The expert authors address every aspect of the publication process including quality and ethics in academic writing the rules of authorship grammar formatting style and much more Each consistently organized chapter begins with a brief summary and introduction and ends with up to date references and carefully selected suggestions for further reading Features Numerous hints and tips appear throughout the text such as advice on writing abstracts and information on how to get ones paper accepted at an international meeting Valuable examples of good and bad introductions recommendations for using statistical data and common pitfalls in the reporting of surgical results Easy to reference text boxes present Key Concepts Jargon Simplified and Reality Checks Detailed diagrams help readers visualize complex points This must have reference is essential reading for every surgeon surgical resident and clinical researcher who wants to contribute to the scientific community through publication in academic journals Getting Your Research Paper Published A Surgical Perspective is the ideal companion to Clinical Research for Surgeons by the same authors *Mike Meyers' CompTIA Network+ Guide to Managing and Troubleshooting Networks, Second Edition* Mike Meyers, 2009-05-22 Essential Skills for a Successful IT Career Written by CompTIA certification and training expert Mike Meyers this instructive full color guide will help you pass the CompTIA Network exam and become an expert networking technician Mike Meyers CompTIA Network Guide to Managing and Troubleshooting Networks Second Edition is completely up to date with the new CompTIA Network standards Inside you ll find helpful on the job tips end of chapter practice questions and hundreds of photographs and illustrations Learn how to Build a network with the OSI seven layer model Configure network hardware topologies and cabling Connect multiple Ethernet components Configure wireless networks Work with network protocols including TCP IP DNS SIP and IMAP Configure IPv4 and IPv6 routing protocols Share and access network resources Interconnect network operating systems Windows Mac OS UNIX Linux Set up clients and servers for remote access Monitor and troubleshoot networks Secure networks with firewalls packet filtering encryption authentication and other methods The CD ROM features CompTIA Network exam simulation available in Practice or Final mode Video introduction to CompTIA Network A collection of Mike s favorite shareware and freeware networking tools and utilities Complete electronic book Each chapter includes Learning objectives Photographs and illustrations Real world examples Try This and Cross Check exercises Tech tips notes and warnings End of chapter quizzes and lab projects

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