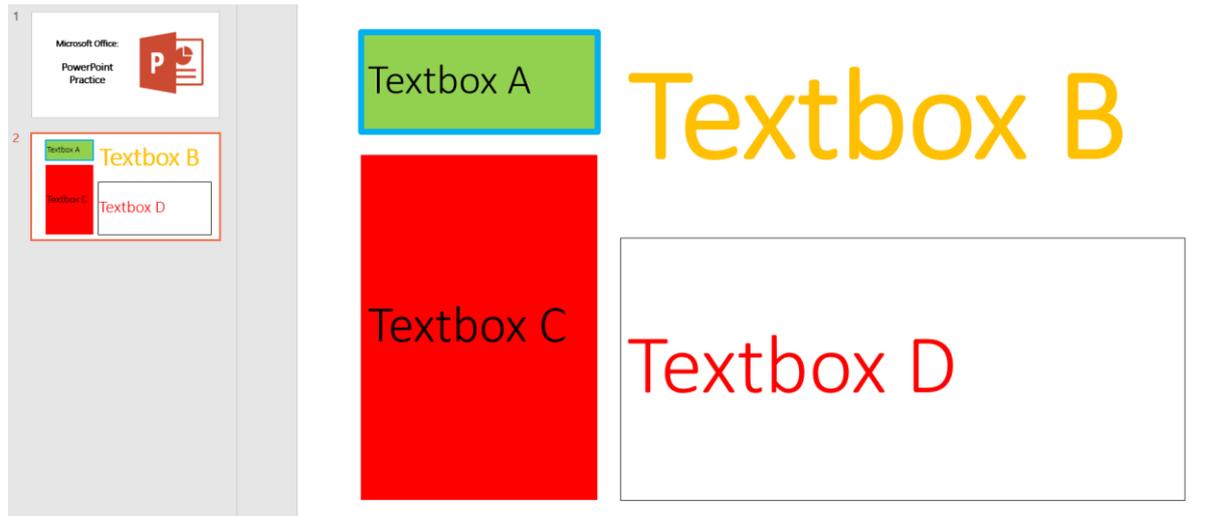




PLEASE OPEN A NEW POWERPOINT PRESENTATION BEFORE YOU BEGIN FULFILLING THE TASK.

POWERPOINT PRACTICE TASKS

TASK 1 – NEW SLIDES, INSERTING AND ADJUSTING TEXTBOXES



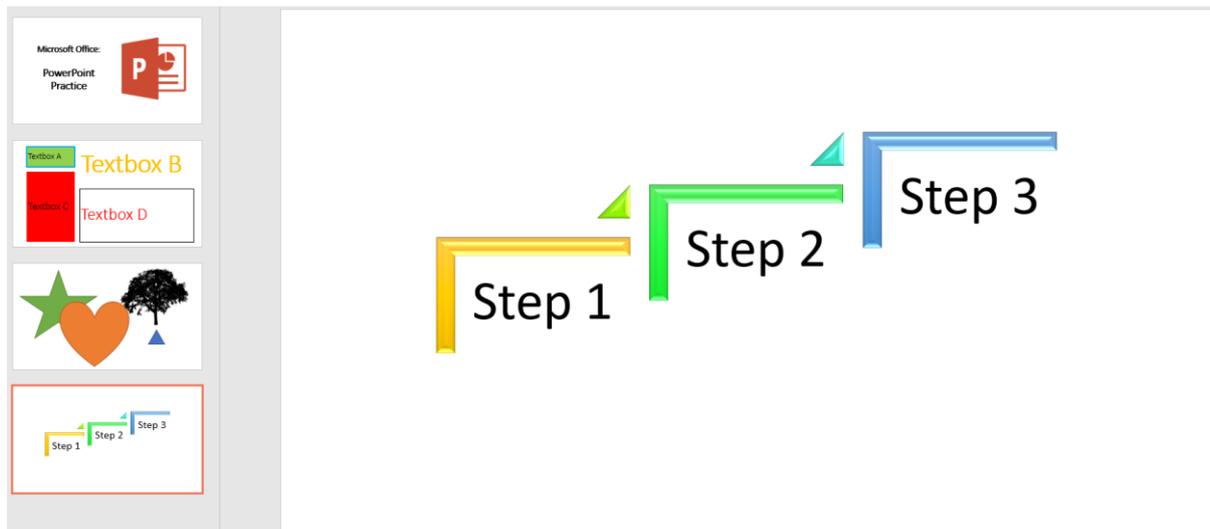
In PowerPoint create a new slide, then edit the textboxes and their font similar to as seen above.

TASK 2 – INSERTING SHAPES AND PICTURES



Create a new slid, add in some shapes and an online picture (to get this picture you can type in 'Tree Silhouette'). Your slide should look similar to the slide above.

TASK 3 – SMART ART



Next we will insert a smart art process (for this example we have used 'steps'). We then adjusted the colour and the type of our inserted smart art. Your finished work should look similar to the slide above.

TASK 4 – BACKGROUND



In the design tab choose one of the existing themes to add backgrounds to your slides, as seen in the image above. Alternatively, you can edit each slides background individually.

TASK 5 – ANIMATIONS AND TRANSITIONS

Click on each object and experiment with different animations. Next, look at your slide transitions either applying one transition to all slides or choosing different transitions for each slide.

PLAY THE SLIDES AS A SLIDESHOW ONCE YOU ARE DONE AND
ADMIRE YOUR COMPLETED SLIDESHOW