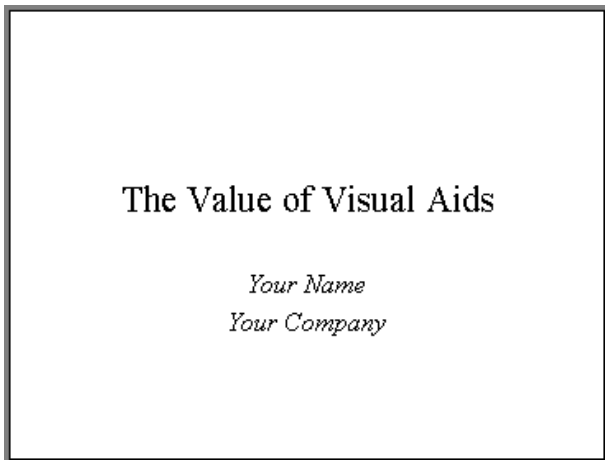
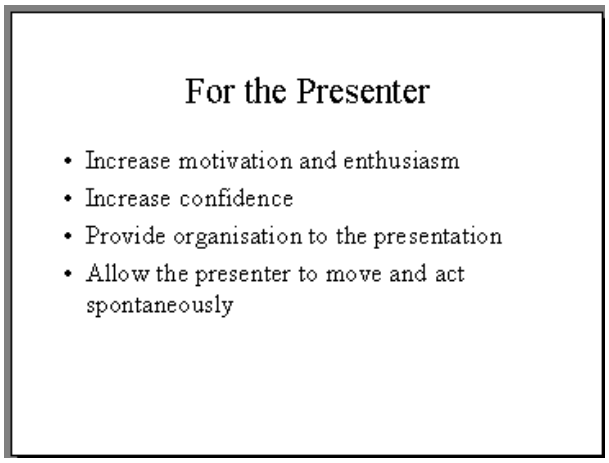
# PowerPoint O365 – Introduction
# Presentation Basics

Start a **New** Presentation

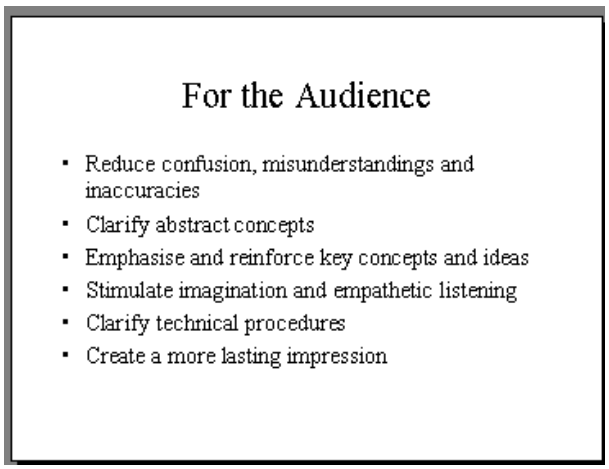
1. Recreate this title slide:




2. Add a new slide and using the Title and Content Slide Layout recreate this slide:




3. Add another new slide and using the **Title and Content** slide layout recreate this slide:




4. Save the file using the name **The Value of Visual Aids**.

5. Run the presentation as a slide show and practice moving through the presentation using the arrows on the keyboard or click your left mouse button.

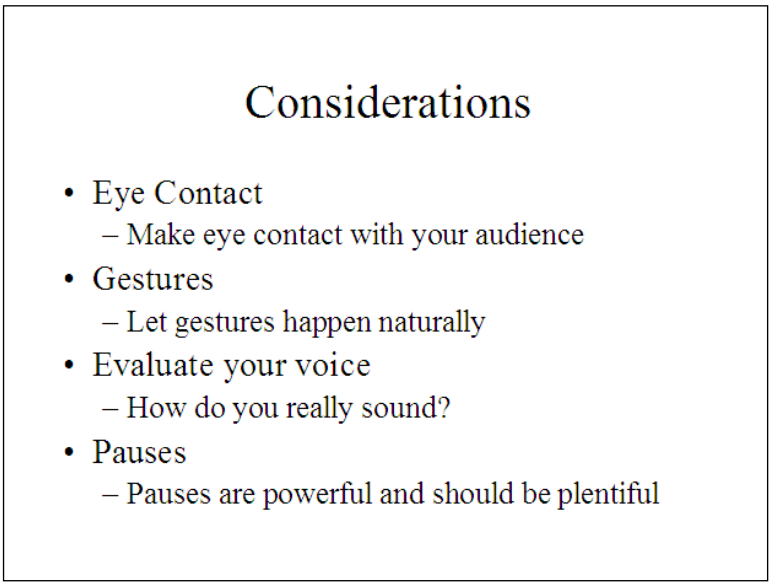
# PowerPoint O365 – Introduction
# Working with text

Open the file created in the last exercise called *The Value of Visual Aids*.

1. On slide 3, insert a text box by clicking and dragging to draw the box. Add the text **tell them what they need to know**. Position this text object in the bottom right hand corner of the slide.

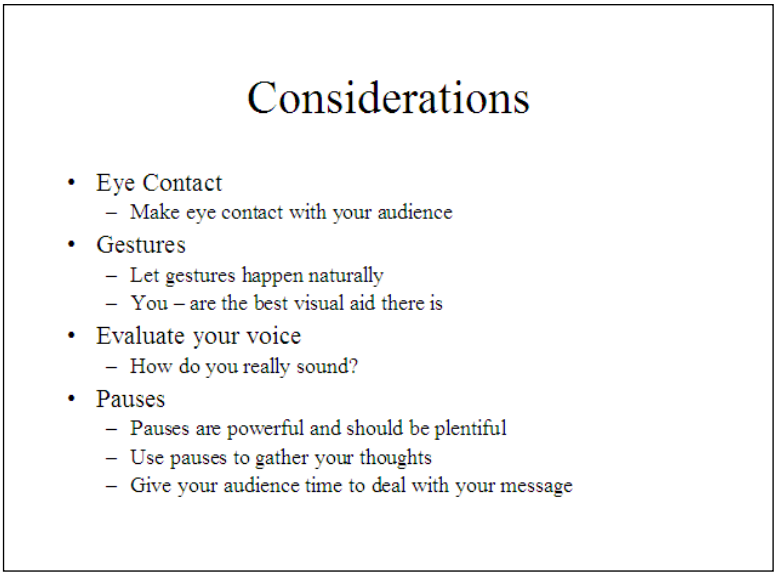
2. On slide 2 insert a text box by clicking once on the slide. Add the text **You are the best visual aid**. Adjust the width of the text object to make the text appear on two lines and position the text box below the bullet points.

3. Add a new slide using the title and content slide layout, and recreate the following:




4. Use the **Thesaurus** to find an alternative word for **plentiful**.

5. Edit the **Considerations** slide to read as follows:




7. Save and close the presentation.

# PowerPoint O365 – Introduction
# Adding the Gloss

Open the file **The Value of Visual Aids**.

1. Apply a **Design Theme** of your choice.
2. Edit the existing **Variant Colour scheme** and select a pallet of colours of your choice.
3. Apply an **Animation** to the objects on each slide in the presentation.
4. Run the slideshow.
5. Alter the animation for one of the slides.
6. Run the slideshow to view the changes.
7. Save and close the presentation.

**If time allows have a look at what others in the group have done. Everyone will have chosen different templates and animations.**

# PowerPoint O365 – Introduction Pictures

Open the file **The Value of Visual Aids**:

1. On Slide 1, insert an **Online Picture**, search for **People** and change the **Type** of images to **Clipart**. Select a suitable image of some people.

2. On Slide 2, insert an **Online Picture** and search for an image that you feel represents the word “presenter”. Position this image in the bottom right hand corner.

3. On Slide 3, insert an **Online Picture** and search for an image that you feel fits the slide text.

4. On Slide 4, insert an **Online Picture** and search for a suitable image.

5. Run your slideshow.

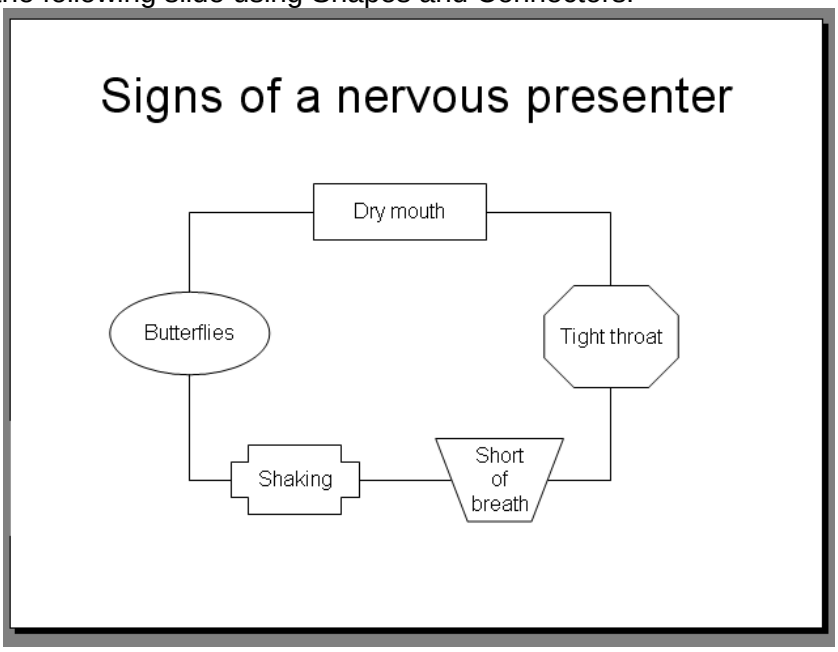
6. Save and close the presentation.

**If time allows have a look at what other members of the group have done. Have they found any images that you like?**

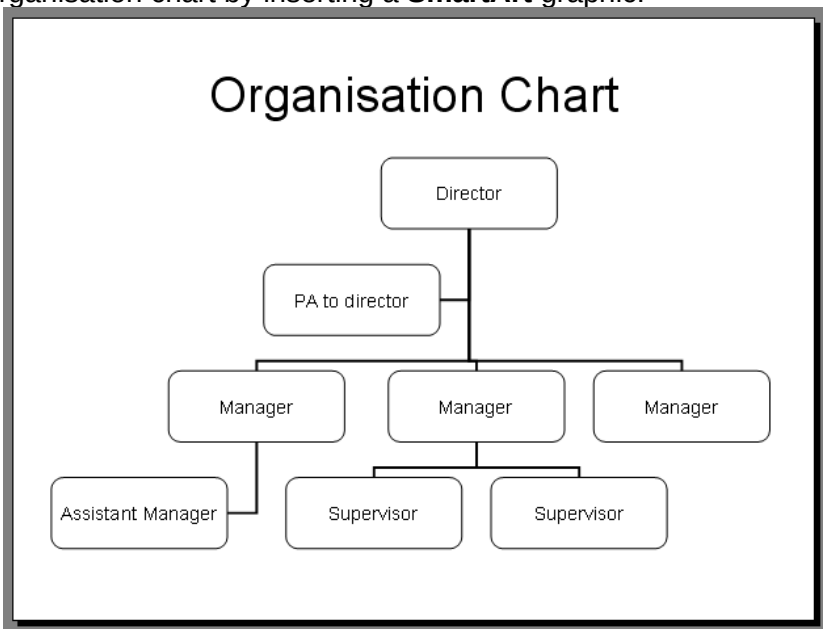
# PowerPoint O365 – Introduction
# Shapes and Diagrams (page 1 of 2)

Create a **New** Presentation, and change the first slide layout to be **Title only**.

1. Recreate the following slide using Shapes and Connectors:




2. Add another new slide to the presentation, using the slide layout **Title Only**. Recreate the following organisation chart by inserting a **SmartArt** graphic:




5. Change the format of the organisation chart by adjusting the colours, layout and styles.

6. Apply a **design theme** to the presentation and review the slides to see the effect of the changes of the colour scheme.

# Shapes and Diagrams (page 1 of 2)

10. Save the presentation using the name **Shapes and Diagrams** and run the slideshow.

11. Close the presentation.

# PowerPoint O365 – Introduction
# Formatting

Open the file **The Value of Visual Aids**

1. On slide 3, select the text box at the bottom of the slide **tell them what they need to know**. Apply the following changes:
   - ✓ Align the text to be centred
   - ✓ Apply a Shadow effect
   - ✓ Apply a Font of your choice
   - ✓ Adjust the size of the font to be suitable for your slide
   - ✓ Change the colour to add additional emphasis.

2. On slide 2, select the text box that contains the text **You are the best visual aid**. Change the **fill colour** of the text object and add a **shadow**. Alter the **font** and **colour** of the text to be suitable for the fill you selected.

3. Alter the **bullets** on the text objects on the other slides in the presentation using symbols of your own choice.

4. Save and close the presentation.

Open the file **Shapes and Diagrams**.

5. On slide 1, format each shape in the diagram to look different using any techniques that you have learnt.

6. Save and close the presentation.

# PowerPoint O365 – Introduction
# Controlling the slideshow

Open the file **The Value of Visual Aids** or **The Value of Visual Aids Customised**.

1. Apply a **transition** to all the slides.
2. Run the slide show to view the changes.
3. Edit the presentation and apply a different transition.
4. Hide slide 6.
5. Move slide 3 to be between slides 1 and 2.
6. Run the slideshow.
7. Save the presentation as a new file called **Visual Aids Final**.
8. Close the presentation.