

## Part I

### PowerPoint

- 1) Start PowerPoint and create a New Presentation using Blank Presentation
- 2) Click on each Auto layout icon once to see your options, then go to the first one and select Title Slide and click OK
- 3) Click inside the *add title* placeholder and type “My Business”
- 4) Click inside the *add subtitle* placeholder and type 555 Main Street  
Welland, ON  
735-5555
- 5) Find the new slide icon, and select the bulleted list layout
- 6) Click on the add title placeholder and type “My Business”
- 7) Click on the add text placeholder and type
  - Make Things People Want
  - Give People Easy Access
  - Sell at Reasonable Prices
  - Make a Good Profit
- 8) New slide, select 2 column text
- 9) Title, Business Plan
- 10) First Column: Experience, hit enter, then tab
  - a) Worked for similar business
  - b) Father owned similar business
- 11) Second Column: Education, hit enter, then tab
  - a) 4 years college
  - b) Co-op placement
  - c) Interest courses
  - d) Industry research
- 12) Go to slide 2, delete the title, then return to slide 3 and cut & paste the title back to slide 2; in slide 3 enter the title My Background
- 13) New slide, select table as the layout
  - a) Title: Products
  - b) Double Click to add a table
  - c) Choose 3 rows, 2 columns
  - d) Fill in the following

Product 1	Product 2
Style A	Style A
Style B	Style B
  - e) Format as desired (center, bold...), click off

- 14) New slide. Chart
  - a) Title: Projected Sales
  - b) Double-click to insert chart
  - c) Select all and Delete the contents of the default table
  - d) Insert the following data in its place

	1	2
Style A	100	125
Style B	50	75

- 15) Close the table window
- 16) With the chart selected, Chart>Chart Options
  - a) X axis- type PRODUCTS
  - b) Y axis- type SALES IN \$1000
- 17) New slide, Organization chart
  - a) Enter the information as shown on slide 6
  - b) When you've entered the data, go to File>Close and Return and say yes to any update prompt
- 18) New slide, Text and clipart
  - a) Complete as shown on slide 7 (use any clipart)
- 19) New slide, Title Only
  - a) Using your Drawing toolbar
    - i) Insert a circle (use shift for perfect circle)
    - ii) Set line colour to black
    - iii) Fill colour to white
    - iv) Set line style to 3pt
    - v) Right Click, add text and type MB
    - vi) Select MB and make it **BOLD**
    - vii) Draw a big square over the circle (use shift for perfect square)
    - viii) Go to Draw>Order>Sent to Back
    - ix) Fill Colour to none
    - x) Use your Marquee select to select the circle and the square
    - xi) Go to Draw>Align and distribute>Align Center
    - xii) Go to Draw>Align and distribute>Align Middle
    - xiii) Deselect both and select only the square
    - xiv) Rotate the square 90° (Use Shift while rotating)
    - xv) Fill the circle and square in any desired colours
    - xvi) Select the circle and the square, and group them  
(right click>grouping>group)
- 20) Insert the title New Logo
- 21) View>Ruler

*It may ask for a disk here*

- 22) View>Master>Slide Master (everything we do here will affect every slide except the first one)
  - a) From the right hand side, reduce the size of the title area by dragging the sizing node towards the left. Reduce the width only by about 2 inches. Use your ruler as a guide. This will give us room to insert a logo.
  - b) Use your circle tool to draw a perfect circle in the blank area you just created
  - c) Right click to add the text MB
  - d) No fill, line colour black, line style 3pt
  - e) Return to slide view and scroll through your slides; notice the changes
  - f) Return to slide master, adjust your logo if necessary
  - g) Click on the number area at the bottom right
  - h) View>Header & Footer>Click on slide number
  - i) Return to slide view and scroll through your slides; notice the changes
- 23) View>Slide Sorter – from here you can see your slides laid out and you can drag and drop them to change their order:
  - a) Try dragging slide 8 in front of slide 1
  - b) Undo
  - c) Select slide 1
- 24) View>Slide show
- 25) Click on the mouse to move your slide show until its complete
- 26) View>Outline – from here you see only the written outline of your presentation – you can also easily drag things within a slide or from 1 slide to another
- 27) On slide 2, place the cursor on the bullet for Make a Good Profit and drag it up to the first item
- 28) Undo
- 29) View>Slide View
- 30) Select the bulleted items in slide 2
- 31) Click increase font size 4 times
- 32) File>Save as>Review