STEPS FOR MICROSOFT POWERPOINT 2010

1. File Button (Saving, Opening And Closing A Document)
2. Screen Layout
   a. Ribbon
   b. Menus
3. Slide Views
4. Creating Master Slide
5. Adding Slides
6. Themes(Design Tab)
   a. Creating New Theme Colors
7. Entering Text/Content
8. Adding Picture, Shape etc.
9. Slide Transition
   a. Transition Sound
   b. Speed
   c. Advance Slide options
10. Content Animations
    a. Animation Start Type
    b. Animation Speed
    c. Animation Reordering
11. Setup Slide Show(Slide Show)
12. Print A Slide Show (Handouts Etc..)

Name-Surname:…………………………………..   Student no:………………

POWERPOINT EXERCISE

1. Set up a new presentation of **3 slides**. The **slides** must have a design template **(Trek)**

2. Set the following styles of text throughout the entire presentation:

   Heading: Dark Blue, left aligned, large font(40 point), Arial
   Subheading: Black, left aligned, medium font (32 point), Verdana
   Bullet list: Dark Blue, medium font (28 point), Arial

3. **On the first slide: (LAYOUT= TITLE ONLY)**
   a. Enter the heading **EGYPTIAN PYRAMIDS** (use the heading style mentioned above).

4. **On the second slide: (LAYOUT=TWO CONTENT)**
   a. Enter the heading **MOST POPULAR PYRAMIDS** (use the subheading style mentioned above).
   b. Enter the following bulletted list on the left side of the slide: (use the bullet list style mentioned above)

      - **Abu Rawash**
      - **Giza**
      - **Saqqara**
      - **Mazghuna**
      - **Dahshur**

   c. Insert a **clipart** related with the heading **Pyramid** on the right side of the slide. If picture not available insert any picture.

5. **On the third slide: (LAYOUT= TITLE AND CONTENT)**
   a. Enter the heading **HISTORICAL DEVELOPMENT** (use the subheading style mentioned above).
   b. Enter the following paragraph to the content part of the slide:

      The Egyptian pyramids are ancient pyramid-shaped masonry structures located in Egypt. There are 138 pyramids discovered as of 2008. The most famous Egyptian pyramids are those found at Giza. The Pyramid of Khufu at Giza is the largest Egyptian pyramid which is only one of the Seven Wonders of the Ancient World still in existence.

      For the whole presentation:
6. Use the **different transition effects** between slides.
7. Automate each page transition to **10 seconds**.
8. Use **an animation effect on all the titles**, **picture** and **bullet list**.
9. Save the presentaion using a file name===➔ stdnoppt.pptx