**POWERPOINT -- EXERCISE 1**

You are going to set up a presentation for use in an educational field.

1. Set up a new presentation of **4 slides**. The **slides** must have a design template **(waveform)**
2. Set the following styles of text throughout the entire presentation:  
     
   **Heading:** Black, Left aligned, large font(44 point)  
     
   **Subheading:** Black, left aligned, medium font (32 point)
3. **On the first slide: (LAYOUT= TITLE AND CONTENT)**
   1. Enter the heading **AN INTRODUCTION TO COMPUTERS**
   2. Insert any **clipart** related with the heading **BUSINESS**
4. **On the second slide: (LAYOUT=TWO CONTENT)**
   1. Enter the heading **WEB BROWSER** in the same style as the first slide.
   2. Produce a **PIE chart** on the left side of the slide from the following data:

|  |  |
| --- | --- |
| WEB BROWSER | PERCENTAGE |
| GOOGLE CHROME | 90 |
| INTERNET EXPLORER | 60 |
| SAFARI | 76 |
| OPERA | 45 |

1. Insert any **clipart** related with the heading **COMPUTER** on the right side of the slide
2. **On the third slide: (LAYOUT= TWO CONTENT)**
   1. Enter the heading **THE WORLD WIDE WEB** in the same style as the first slide.
   2. Enter the following bulletted list on the left side of the slide:  
      * **EVOLUTION OF INTERNET**
      * **SEARCHING THE INTERNET**
      * **E-COMMMERCE**

* 1. Insert any **clipart** related with the heading **INTERNET** on the right side of the slide

1. **On the FOURTH slide: (LAYOUT= COMPARISON)**
   1. Enter the heading **ETHICS** in the same style as the first slide.
   2. Enter the subheading **intellectual property rights (to the left side of the slide)** .
   3. Insert any **clipart** related with the heading **COMPUTER(to the left side of the slide)** .
   4. Enter the subheading **COPYRIGHTS (to the right side of the slide)** .
   5. Insert below information to the right side of the slide:
      * Computer hoaxes
      * Decision making
      * Ethical use of resources

**For the whole presentaion:**

1. Use the **any transition effect** between slides.
2. Use **one animation effect on the title** of **all** slides.
3. Use **another animation effect on the pictures** of **all** slides.
4. Save your presentaion in a **slide show** format.