

Computer Applications I PowerPoint

LAP 1- Project 1: Using a Design Template and AutoLayouts to Create a Presentation



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆PT1h Apply trouble shooting techniques and processes.
- ◆PT3a Communicate ideas to justify position, persuade and convince others, and responsibly challenge existing procedures and policies.
- ◆PT4a Access information efficiently and effectively.

Objectives

- ◆ Start a presentation as a New Office document
- ◆ Describe the PowerPoint window
- ◆ Select a design template
- ◆ Create a title slide
- ◆ Describe and use text attributes such as font size and font style
- ◆ Save a presentation
- ◆ Add a new slide
- ◆ Create a multi-level bulleted list slide
- ◆ Move to another slide in normal view
- ◆ End a slide show with a black slide
- ◆ View a presentation in slide show view
- ◆ Quit PowerPoint
- ◆ Open a presentation
- ◆ Check the spelling and consistency of a presentation
- ◆ Edit a presentation
- ◆ Change line spacing on the slide master
- ◆ Display a presentation in black and white
- ◆ Print a presentation in black and white
- ◆ Use the PowerPoint Help system

Resource

Title: Office 2000 Introductory Concepts and Techniques
 Author(S): Shelly/Cashman/Vermaat
 Chapter 1: Project 1: Using a Design Template and AutoLayouts to Create a Presentation

Time Frame 6 hours

Introduction

This project introduces starting PowerPoint and creating a multi-level bulleted list presentation. You will learn about PowerPoint design templates, objects, and attributes. The project illustrates how to create an interesting presentation by changing text font style to italics and increasing font size on the title slide. Upon completion of these tasks, you will save the presentation. Then create three multi-level bulleted list slides. Next you will learn how to view the presentation in slide show view, after which you will learn how to quit PowerPoint and how to open an existing presentation. Then use the Spelling checker to search for spelling errors and learn how the Office Assistant Style checker identifies inconsistencies in design specifications. Using the slide master, adjust the Before paragraph line spacing to make better use of white space. Learn how to display the presentation in black and white. Then learn how to print hard copies of slides in order to make overhead transparencies. Finally, you will learn how to use the PowerPoint Help system.

Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed.
Turn in completed activities as directed by instructor.**

_____ **Read:** p. PP 1.3 Objectives for the Microsoft PowerPoint 2000 project 1

_____ **Read:** pp. PP 1.4 Puttin' on the Glitz

_____ **Read:** pp. PP 1.6 -1.21

_____ **Read and Complete:** pp. PP 1.21

_____ **Complete:** p. PP 1.71 Apply Your Knowledge

_____ **Complete:** pp. PP 1.72-1.76 select 1 of the 3 *In The Lab problems*

_____ **Complete:** pp. WD 1.77-1.80 from *Cases and Places* select one case study from each difficulty level

Self Assessment - "I/I can . . . "

- _____ Start a presentation as a New Office document
- _____ Describe the PowerPoint window
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- _____ Save a presentation
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Please ask instructor for additional instructions or assessment materials