#### Microsoft Power Point - Practical Exercises

#### Exercise 1

- Start Microsoft PowerPoint presentation
- Start a new blank presentation.
- Your first Slide is going to be a Title Slide
- 4. Write the Text as in the preview below:
  - Lighthouse Co Ltd
- 5. Make the Font of "Lighthouse" Arial Black and size 88
- Insert a second slide this should be with a layout of Bulleted List
- Write the Text as in preview below
  - a. [Title]: Lighthouse Co Ltd
  - b. [Body]:
    - i. Mission Statement
    - ii. Company Objectives
    - iii. Management Team
    - iv. Employees
    - v. Sales
- 8. Make the Font Colour of the Points to Green
- Insert a third slide this should be an Organization Chart. Include the following people in the chart:
  - a. David Brent, General Manager
  - b. Tim Canterbury, Head of Sales
  - c. Gareth Keenan, Assistant to the General Manager
  - d. Dawn Tinsley, Human Resources Manager
- 10.Add a fourth slide this should be a Table Chart. The chart should look like the following:

New Products	Discontinued Products
Digital Cameras	8mm Cameras
Ultra Slim Video Camera	8x Zoom Video Camera
25" Plasma TVs	21" Black and White TVs
DVD Recorders	Video Players
7.1 Dolby Surround Systems	2 channel stereo systems

- 11. Make the fittes New Products and Discontinued Products with a shadow effect and centred in the cell. Widen columns to fit Text as above.
- 12. The Fifth slide should be a Chart slide. The chart should be a bar chart, and include the following data must be used to form the chart:

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**K Morrison** 

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