PowerPoint 2010 Practice Exercises: Self-Paced Training

EXERCISE 1: FORMAT TEXT AND ADD SLIDES

Here's your chance to be hands-on with PowerPoint 2010.

1. Make sure the **Home** tab is displayed.

2. Now, change the color of the words "Getting oriented" on slide 1. Select the text, and in the **Font** group, click the arrow next to **Font Color** [A ▾]. In the color choices that appear, under **Theme Colors**, select a new color for the text.

3. With "Getting oriented" still selected, look in the **Font** group for **Character Spacing**. Click its arrow and point to **Tight** and **Loose** to see a preview of each; select any item on the menu.

4. Make sure "Getting Oriented" is still selected. Another way to open the **Font** dialog box options is to click the dialog box launcher, the small arrow in the lower-right corner of the **Font** group. Click it now. The dialog box opens with the **Font** tab displayed. You might prefer to work in this dialog box for some font options.

   Tip   When you're searching for options you remember from an earlier PowerPoint version, look for a dialog-box-launcher arrow in the group.

5. Another aid in formatting is the **Mini toolbar**. Select the text "Jump in to 2010," and leave the mouse positioned on the selection.

   The **Mini toolbar** appears faded to the top right of the words you have selected. Hover the mouse pointer over the Mini **toolbar** to make it solid, then click the **Italic** button to format this text. Simply move your mouse away from the Mini **toolbar** to make it disappear.

6. Now reselect "Getting oriented," and look at the **Paragraph** group on the ribbon. You'll see that **Center** is selected for the text's position.
   Click **Align Text Left** [≣] and **Align Text Right** [≣] to see how those selections affect the position of the text.

7. Keep the **Home** tab displayed on the ribbon, and now, add a new slide to the presentation. First, **click under the last slide in the presentation** in the **slides list** on the left side of the screen. In the **Slides** group on the **Home** tab, click the arrow next to **New Slide** [New Slide ▾].

Microsoft Powerpoint 2010 Practice Exercises For Beginners

Robert T. Grauer,Keith Mulbery,Mary Anne Poatsy

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students beyond the point and click helping them understand the why and how behind each skill The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom Students go to college now with a different set of skills than they did five years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everybody needs to know A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere   Microsoft Office 2010: Productivity Strategies for Today and Tomorrow Jean Kotsiovos,Carolyne Faddis,Loralyn Duley,2013-02-14 A Straightforward Introductory Text Ideal for Busy Students Clear concise and accessible Microsoft Office 2010 Productivity Strategies for Today and TomorrowTM walks learners through the functions and features of the Microsoft Office 2010 platform and its applications With straightforward explanations designed for a non technical audience Microsoft Office 2010 is the perfect text for students looking to broaden their computer skills for an increasingly competitive job market Hands on projects end of chapter exercises and emphasis on real world skills throughout ensure students will be prepared to enter the twenty first century workplace Easy to follow step by step instructions include practical examples ideally suited for busy students The text s inspiring and supportive approach will encourage learners to develop polished professional level projects Engaging examples and projects prompt students to immediately apply new skills increasing retention and promoting learning Straightforward exercises teach students to create work related documents reports and presentations Microsoft Office 2010 Productivity Strategies for Today and Tomorrow is an ideal text for students re entering the job market new to computers uncomfortable with technology or simply looking to transition to a more challenging and rewarding career Key Features Easy to follow step by step instructions for each project and task Real world based hands on exercises after each instruction Screenshots that accompany all hands on exercises Inspiring applicable and practical examples Attractive student friendly magazine style format A project based introduction to Microsoft Office 2010 Clear concise language that makes objectives easy to learn even for non technical users Full student access to the companion website which features a variety of engaging interactive study tools including video tutorials is packaged with every new copy   *Microsoft Office PowerPoint 2010 QuickSteps* Carole Boggs Matthews,2010-07-06 Step by Step Full Color Graphics Start using PowerPoint 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft s powerful presentation application Follow along and quickly learn how to create great looking slides add text tables charts graphics sound and video and deliver a polished presentation guaranteed to impress Get up to speed on PowerPoint 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to need facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Carole Matthews co creator of the QuickSteps series is the author or coauthor of more than 50 books including Photoshop QuickSteps and QuickSteps to

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