Power Point 2013 Workshop Session I

Practice Exercise

Create a new 4-slide presentation and test your skills on what you just learned.

Slide 1 – create a title slide

Slide 2 – create an informational slide

Slide 3 – create a slide that contains a picture

Slide 4 – create a slide using a comparison of two items

Items you may wish to include in your presentation:
- Select a theme for the presentation
- Insert a footer, date, and slide number
- Add a new slide in the middle of the presentation
- Use bullets in your slides
- Adjust the size of the placeholder
- Re-order the slides around in your presentation
- Run your presentation
- Navigate the presentation with keyboard commands