

Microsoft Power Point - Practical Exercises

Exercise 1

1. Start Microsoft PowerPoint presentation
2. Start a new blank presentation
3. 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
6. Insert a second slide this should be with a layout of Bulleted List
7. 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
9. 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:

<i>New Products</i>	<i>Discontinued Products</i>
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 titles *New Products* and *Discontinued Products* with a shadow effect and centered 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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BM King



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mold for a transfer molded part, it is important to keep in mind that the goal is produce parts with the best quality in as short a cycle ... Injection Unit Design Tips Mar 16, 2015 — The following design suggestions are given to assist you in achieving the optimum processing window. Hopper. Hoppers on thermoset injection ... Thermoset Transfer Mold Design Tips - Plenco Oct 30, 2014 — Transfer Troubleshooting Guide - Plenco · Thermoset Injection Mold Design Tips - Plenco · Thermoset Compression Mold Design Tips - Plenco. Troubleshooting Guide for INJECTION MOLDING Phenolic ... Dec 3, 2014 — Check the vents and correct as needed. (See Section #6 "Thermoset Injection Mold Design Tips"). V. Watch the dropping of the parts from the mold ... Philosophy of Troubleshooting BMC Injection Molding ... Mar 16, 2015 — (See Section #6, "Thermoset Injection Mold Design Tips"). 5. Increase cure time. 6. Use shrink fixtures to hold the parts flat as they cool ... Molding Method Guide Plenco thermoset molding compounds can and are being successfully molded by cold powder compression, preheat compression, transfer and injection molding methods ... Philosophy of Troubleshooting Injection Molding Problems Dec 3, 2014 — (See Section #6, "Thermoset Injection Mold Design Tips"). 2. Polish the mold. 3. Increase stock temperature by increasing back pressure and/or. Kairos: A Letter to My Daughter - Full Circle Be confident, courageous, and assertive. Take initiative and be resourceful. Follow your truth. With honor serve the world around you with a glad heart and a ... 7 Heartfelt Kairos Retreat Letter Examples To Inspire Your ... 1-Letter to a friend with humor: Dear [Friend's Name], · 2-Letter to a family member with vulnerability: · 3-Letter to God with humility: · 4-Letter to a mentor ... Top 7 Kairos Letter Examples (From Parents & More) Feb 23, 2023 — From Anyone (Friend, Family, or Colleague) ... Dear [name],. I bet you're having a great time at your Kairos retreat! It was such a wonderful ... What is a sample of a retreat letter? Feb 26, 2016 — Dear Sister in Christ, · Kathleen as of yet I have not met you, but I know I already love you. You are a pure and kind hearted woman to everyone. 20 Examples Of Kairos Letters From Parents Dec 8, 2019 — Examples Of Kairos Letters From Parents Luxury Mother Wants Her sons to Know the Meaning Love so She | Letter to son, Kairos, Letters. Sample Letters Of Affirmation For Kairos Retreat Welcome to our literary globe! Below at our magazine, we know the power of a good Sample. Letters Of Affirmation For Kairos Retreat review. Dear JR (a letter to my brother while he is at Kairos-a Catholic ... Dec 2, 2015 — You should always be confident because you are always enough. You are more than enough and you are so special. I am blessed beyond belief to ... Dear Charlie Jan 12, 2013 — I'm touched and honored that your mom asked me to be one of the people to write you a letter for your retreat. I wasn't familiar with the Kairos ... Kairos Letter #1 - If Memory Serves - WordPress.com May 29, 2011 — "Fritz, you are someone who I've always looked up to...hands down. I admire your incredible attitude and sense of humor, and I really value our ... Solutions manual for statistics for engineers and scientists ... May 25, 2018 — Solutions Manual for Statistics for Engineers and Scientists 4th Edition by William Navidi Full download: ... (PDF) Solutions Manual to accompany STATISTICS FOR ... Solutions Manual to accompany STATISTICS FOR ENGINEERS AND SCIENTISTS by William Navidi Table of Contents Chapter 1 (c) Answers will vary. 5. (a) N 0 27 0 ...

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