

## 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><b>New Products</b></i>	<i><b>Discontinued Products</b></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:

# Ms Powerpoint Practical Question Paper

**ML Yell**



**Ms Powerpoint Practical Question Paper:**

## Whispering the Secrets of Language: An Emotional Quest through **Ms Powerpoint Practical Question Paper**

In a digitally-driven earth wherever screens reign supreme and quick connection drowns out the subtleties of language, the profound techniques and psychological nuances concealed within words usually go unheard. However, located within the pages of **Ms Powerpoint Practical Question Paper** a charming fictional treasure blinking with natural thoughts, lies an extraordinary journey waiting to be undertaken. Published by a skilled wordsmith, that wonderful opus invites visitors on an introspective journey, delicately unraveling the veiled truths and profound affect resonating within the very fabric of every word. Within the psychological depths of the moving review, we will embark upon a heartfelt exploration of the book is core styles, dissect its charming publishing type, and fail to the effective resonance it evokes strong within the recesses of readers hearts.

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