**Microsoft PowerPoint Exercise**

*In this exercise you will discover how to:*

1. Use PowerPoint design features
2. Change fonts and colours
3. Insert clip art and photos
4. Use transitions, animations and motion paths

Microsoft PowerPoint is a powerful presentation tool which you can use to help enhance any presentation. Because of its close connection with both Word and Publisher, may of the tools and functions are very similar. PowerPoint was designed to aid in the presentation of information, and to help make it interesting for the audience.

Tips:

Use colours which do not distract from the presentation

Do not put more than 30 words on any 1 slide

When using PowerPoint to give a presentation, use only 1 or 2 different animations or transitions.

(This exercise is for practice in using lots of different features.)

Instructions:

1. Open a new presentation in PowerPoint
2. Choose a design template from the Design menu
3. Choose a colour scheme that you like
4. Title your presentation “All About Me” on the first slide
5. Your presentation should be at least 11 slides long
6. Second slide should be called “Some Background” and include at least 4 facts about you
7. Slides 3 & 4 should be called “Likes” and include at least 4 things that you enjoy or like
8. Slides 5 & 6 should be called “Activities” and outline things you like to do
9. Slides 7 & 8 should be called “Interesting Others” and have neat or interesting things not mentioned before (hobbies, interests, etc.)
10. Slide 9 should be called “In the Summer…” and have tell about what you like to do in the summer
11. Slide 10 should be called “My Favourite Quote” and include a quote that you find inspirational or meaningful in some way.
12. Side 11 should be called Education and list the last 2 schools you have attended

**Keep in Mind!**

Each slide except the Title slide, should include at least 2 different animations, transitions or motion paths.

You should have at least 10 photos in your presentation.

The font you choose should be the same one throughout and be at least 28pt in size.

There should be no more than 30 words on any one slide. It’s called ‘PowerPoint’ not “PowerParagraph’!