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Powerpoint practical exercise pdf

Powerpoint practical exercises pdf. Practical powerpoint exercises.

Open the "Practice Part 1.pptx" PowerPoint file on your flash drive. 1. Double click on the PowerPoint MICROSOFT POWERPOINT 2016 Download the exercise files on the Ask I.T. website: 2 of 30. Microsoft PowerPoint 2013: Workshop . PowerPoint will open with a single blank slide with the Title Slide selected. MICROSOFT POWERPOINT 2016 For the sake of this exercise a PowerPoint Files folder has been prepared inside the Work. Files for Office 2016 folder In this exercise you will practice saving a presentation with a different filename in PowerPoint 2016 format. STEP BY STEP. Save an Edited Presentation. Sep 16 2020 PowerPoint 2016.

IGCSE ICT REVISION SERIES No. 6

PRACTICAL EXAM 2010

POWERPOINT

If you can master the Master Slide then there is no reason why you should not be able to achieve a good grade for this practical area. There is a familiar theme with all powerpoint questions that requires you to work with images, adding text, transitions and animations. You must remember to screenshot where you are required to as evidence of answering the question

- What is the masterslide and what is it used for?
- How would you ensure that text appears on every slide of your presentation?
- What must you remember to do prior to answering the questions after completing the master slide section?
- What is the easiest way of resizing the image or changing the file type?
- How would you insert different coloured sections onto a slide?
- Why would you use presenter notes?
- How do you ensure that you print the presenter notes out with the slides?
- What is a pullout on a chart?
- How would you show the examiner the animation you have used on slides?
- How would you print more than one slide per page?
- What are the differences between headings, subheadings and bulleted lists?

Mr Watkins – Head of ICT

Save an Edited Presentation. Sep 16 2020 PowerPoint 2016. Workshop ... Download the exercise files on the Ask I.T. website: 2 of 29. Microsoft PowerPoint 2016: Workshop. users seeking Microsoft Office Specialist certification in PowerPoint 2016. MOS exams for individual programs are practical rather than theoretical. Before starting this exercise ensure the PowerPoint start screen is displayed... On the start screen click on Blank. Presentation as indicated (the first name in native PowerPoint 2016 format. STEP BY STEP. Save an Edited Presentation. GET READY. USE the presentation that is open from the previous exercise. MICROSOFT OFFICE 2016 FOR macOS BEST PRACTICES This optional exercise creates a custom XML profile that ... InstallMSO2016-PowerPoint.sh. MICROSOFT POWERPOINT 2016 PRACTICE EXERCISE 1 Part Five: Saving your Presentation Click on the File tab Click on Save As In the Save As Dialog Box: Be sure you are saving to the flash drive Change the file name to Practice Part 1 Click the Save button Call the teacher over to check your work Close the PowerPoint program Part 1: Get started with PowerPoint 2016 1: PowerPoint 2016 basics Ch01 None 2: Create and manage presentations Ch02 NavigateSlides pptx 3: Create and manage slides Ch03 AddRemoveSlides pptx ApplyThemes pptx ChangeBackgrounds pptx CreateSections pptx ImportOutline docx RearrangeSlides pptx ReuseSlides pptx xii Introduction [PDF] M POWERPOINT 2016 Practice Exercise 2 Introduction to Microsoft PowerPoint 2016 Viewing a Presentation When you create a Blank Presentation in PowerPoint the workspace opens in Normal view Normal view is divided into three areas: Slide Pane Thumbnails Notes Pane shows the full layout of a slide shows slide thumbnails used to input text relevant to a specific slide PowerPoint 2016 Step by Exercise files are interactive learning documents that accompany your New Horizons training with real examples amp practice drills Microsoft Azure Training Bundles Is there a website you can go to for practice exercises in Excel 2013 Not just tutorials but hands on practice creating net microsoft training Exercise Files Academia.edu uses cookies to personalize content, tailor ads and improve the user experience. By using our site, you agree to our collection of information through the use of cookies. To learn more, view our Privacy Policy.