



Basic PowerPoint webinar exercises

Focus: getting familiar with the basic features of PowerPoint. This exercise is based on “Understanding the Basics and Getting Creative with PowerPoint Design” webinar: <https://www.youtube.com/watch?v=ufJ30xi2cZA>

Duration: 20-30 minutes.

Exercise 1: perfecting an image

1. Create a new slide on PowerPoint.
2. Add an image - you can use this image: <https://drive.google.com/file/d/0B-7EMmqYO72OZFNpNUM1UnQtdXM/view?usp=sharing>. Label it as ‘Before’.
3. Add the same image. Label it as ‘After’.
4. Sharpen it according to the tip in the webinar. Refer back to the webinar at the 6:24 mark for the Quick Tip: Perfecting Images in PowerPoint.

Exercise 2: create an appealing layout

1. Add another slide to the presentation. Add a title: *This is the title*
2. Copy and paste this text:

Lorem ipsum dolor sit amet, ea pro facer graeco philosophia, ei fierent consequuntur delicatissimi sed. At sit dicit omnium perpetua, ut vitae alterum maiorum pro. Per ut postea invenire iudicabit. Vis eros mutat an, quo docendi nostrum lucilius eu.

3. Add an animation to the slide
4. Finally, add an image to the slide - you can use the same image as the previous exercise:

<https://drive.google.com/file/d/0B-7EMmqYO72OZFNpNUM1UnQtdXM/view?usp=sharing>.

5. Now rearrange the text, animation and the image so the layout of the slide looks good. Carefully consider the following questions:
 - a. Is the animation too distracting? If yes, what can I do to make it go well with the rest of the slide?
 - b. Is the text aligned with the title?
 - c. Is the image too small / too big in comparison to the text, title and the animation?

Exercise 3: showcasing your presentation

1. Save that presentation as .PNG file. Hint: you need to show all the slides.
2. Share the slides on the forum!