



# Super Simple PowerPoint 2016 for Beginners

Exercises

## Contents

Contents.....	2
Resources required .....	3
How to use these exercises.....	3
Exercises.....	4
Start PowerPoint 2016 and create your first presentation .....	4
Add a specific slide type.....	4
Adding visuals to a slide.....	5
Duplicate and move slides .....	7
Edit an existing slide.....	8
Spell checker .....	9
Style and formatting .....	9
Background Color.....	9
Change Font Size.....	9
Bold, Italic and Underline.....	9
Effects .....	10
Transitions.....	10
Animations .....	10
Viewing and presenting .....	10

## Resources required

1. Access to PowerPoint 2016
2. Camper on grass Image
3. Lego campervan image
4. Downloaded and printed copy of the manual (optional)

See course section **Resources Required** for more information

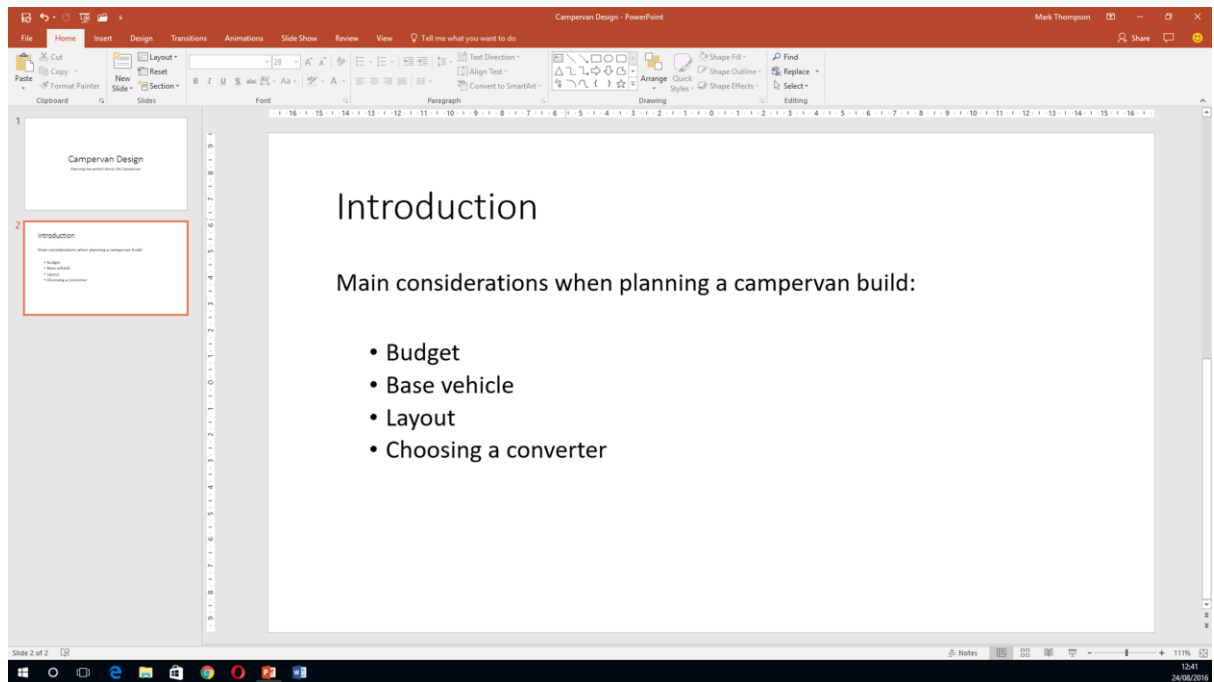
## How to use these exercises

1. Read the lesson
2. Watch the video (if applicable)
3. When instructed to do so complete the corresponding lesson in this exercise
4. If you run into trouble refer back to the lesson, the video or check in the manual for the steps.
5. Still need help? Ask a question at the bottom of the relevant lesson or head over to our Facebook Group and ask your question there:  
<https://www.facebook.com/groups/SuperSimpleTraining>

## Exercises

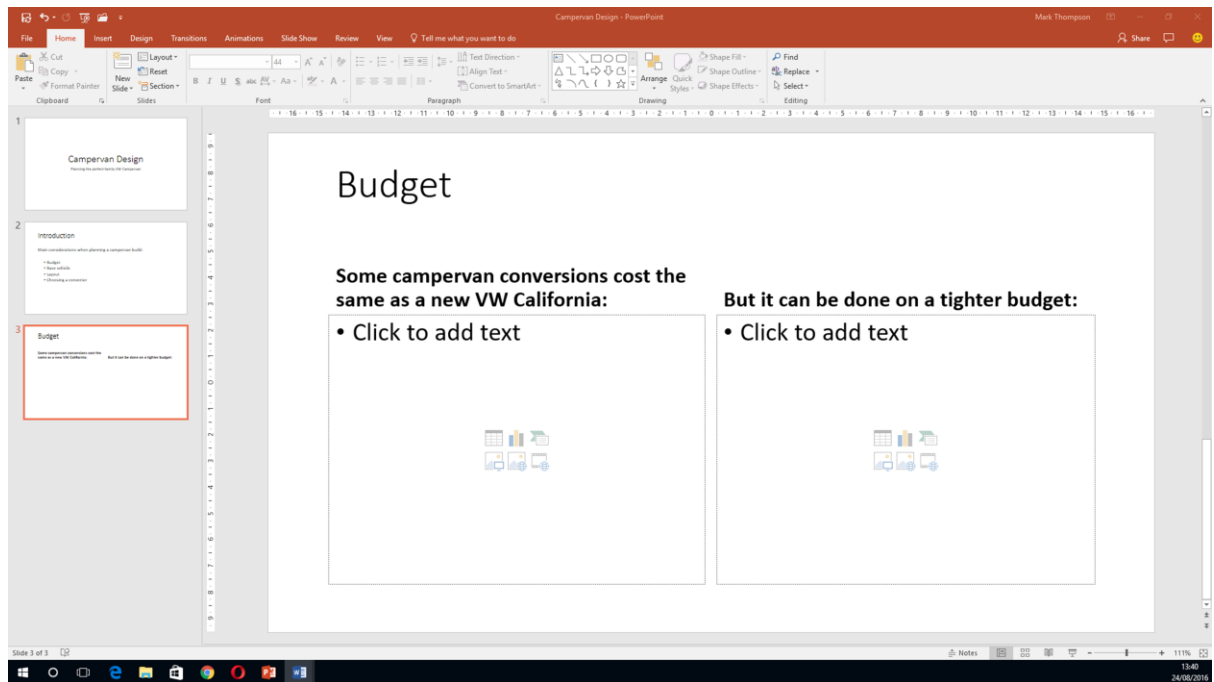
### Start PowerPoint 2016 and create your first presentation

1. Start PowerPoint
2. Open a blank presentation
3. Add the title "Campervan Design"
4. Add the subtitle "Planning the perfect family VW Campervan"
5. Add a new, default slide
6. Edit the title and content so it looks like this:



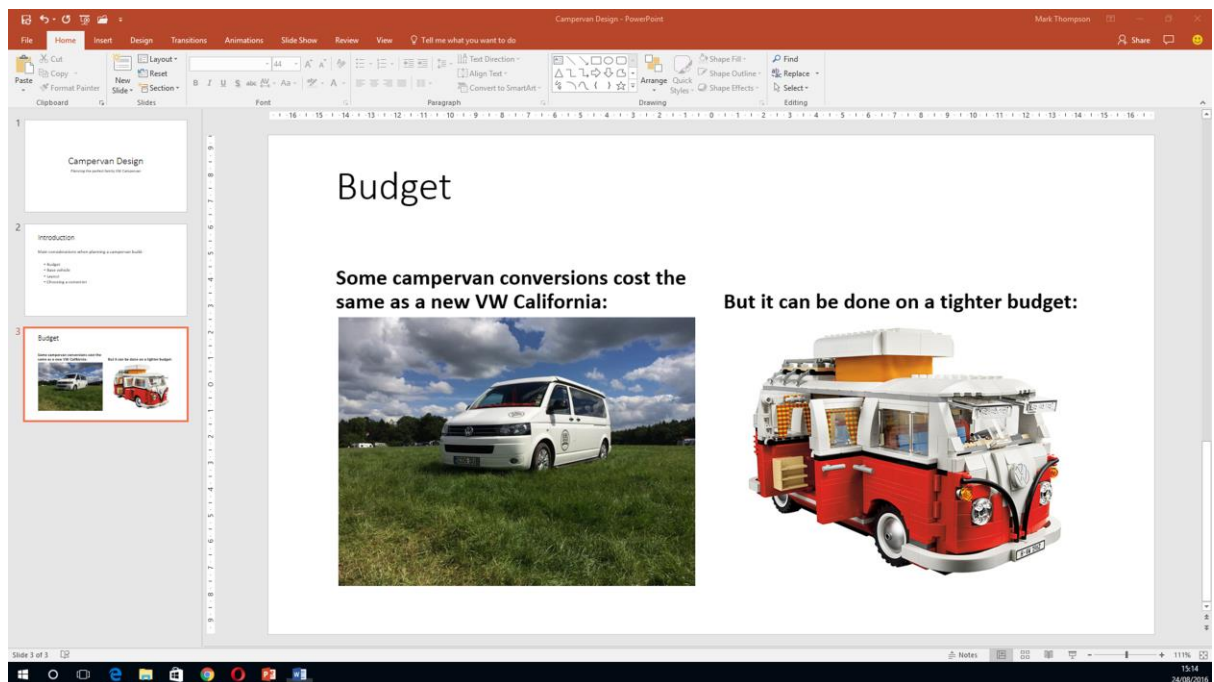
### Add a specific slide type

1. Add a new slide using the **Comparison** layout
2. Edit the title and 2 subtitles so they look like this:



### Adding visuals to a slide

1. Use any method to insert the 2 images into the **Comparison** slide:

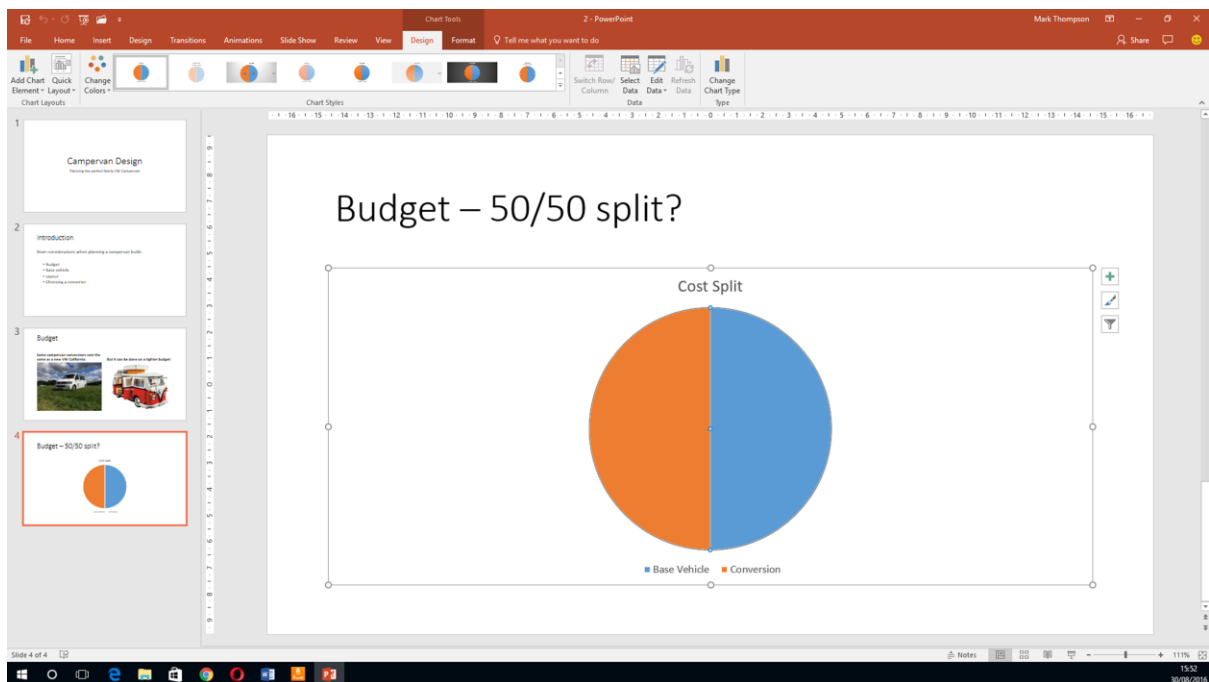


2. Add a new slide using the **Title and Content** layout
3. Add a **Pie Chart** to the new **Title and Content** slide
4. Change the data behind the Pie Chart as follows:
  - a. Change the chart title in cell B1 to 'Cost Split'

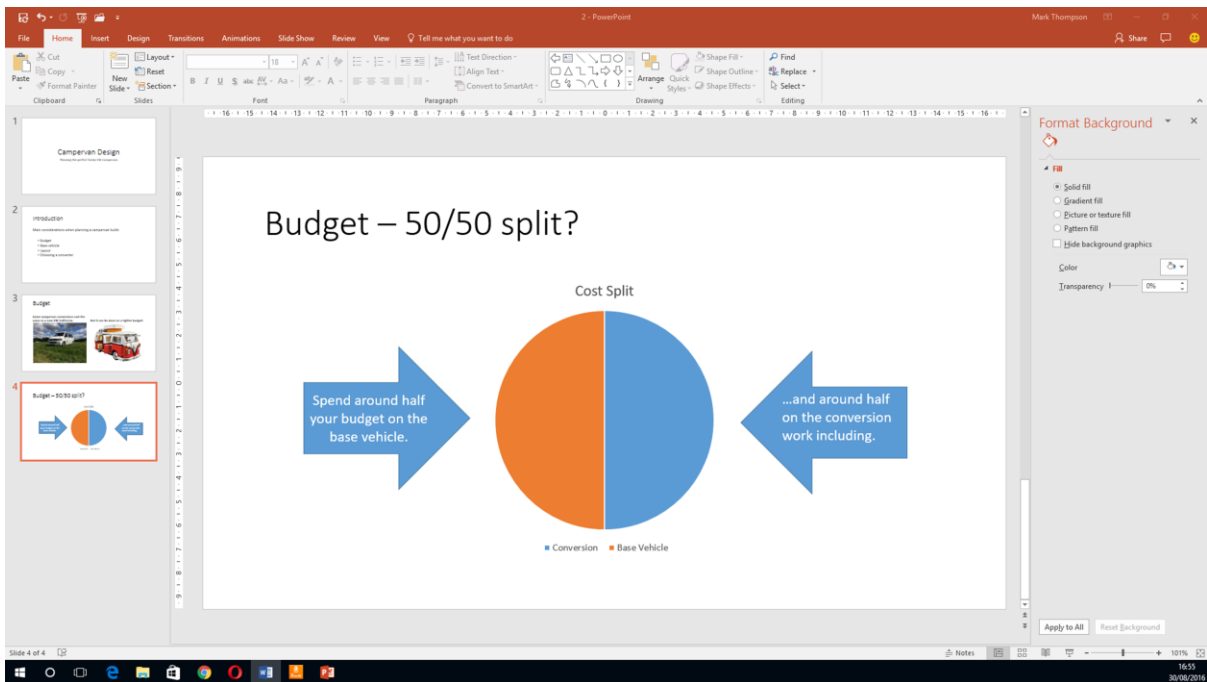
- b. Change the 'labels' in cells A2 and A3
- c. Change the numbers/values in B2 and B3 to £22,500
- d. Delete rows 4 and 5. It should look like this:

	A	B	C	D	E	F	G	H	I
1		Cost Split							
2	Base Vehicle	£22,500							
3	Conversion	£22,500							
4									
5									

5. Change the title of the slide so it looks like this one from the lesson:

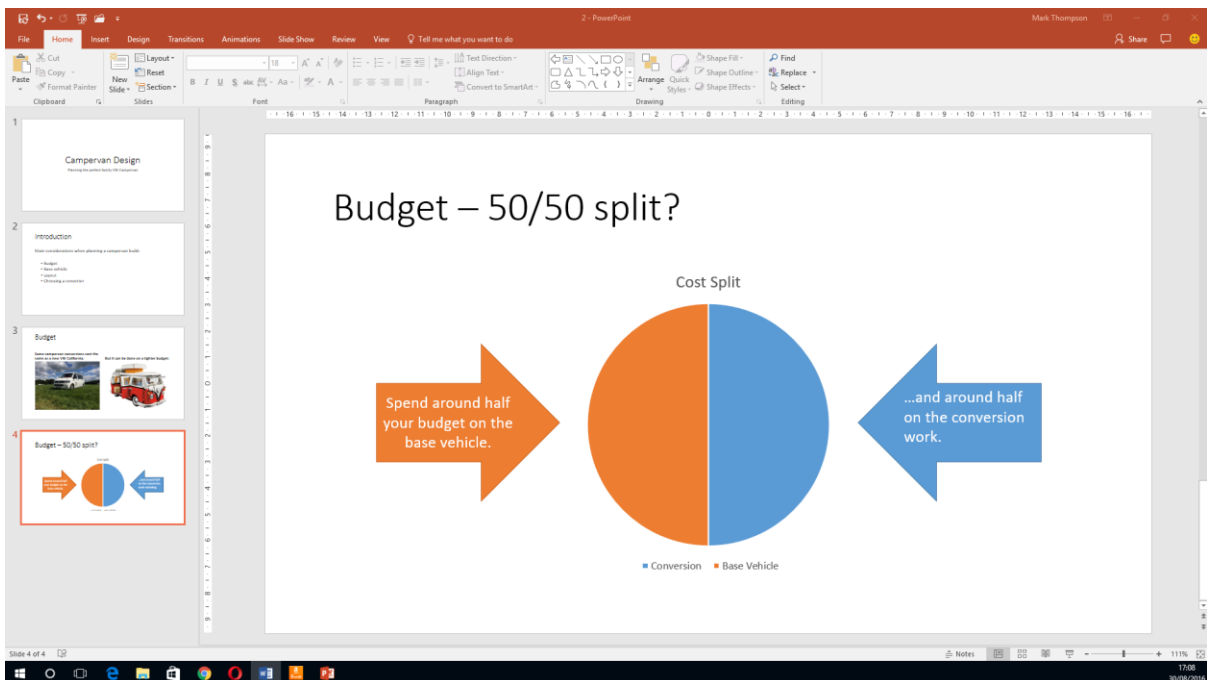


6. Add **Arrow Left** and **Arrow Right** shapes to the slide
7. Add text to each of the arrows. The slide should now look like this:



8. Change the color of the arrow on the left to match the orange half of the Pie Chart

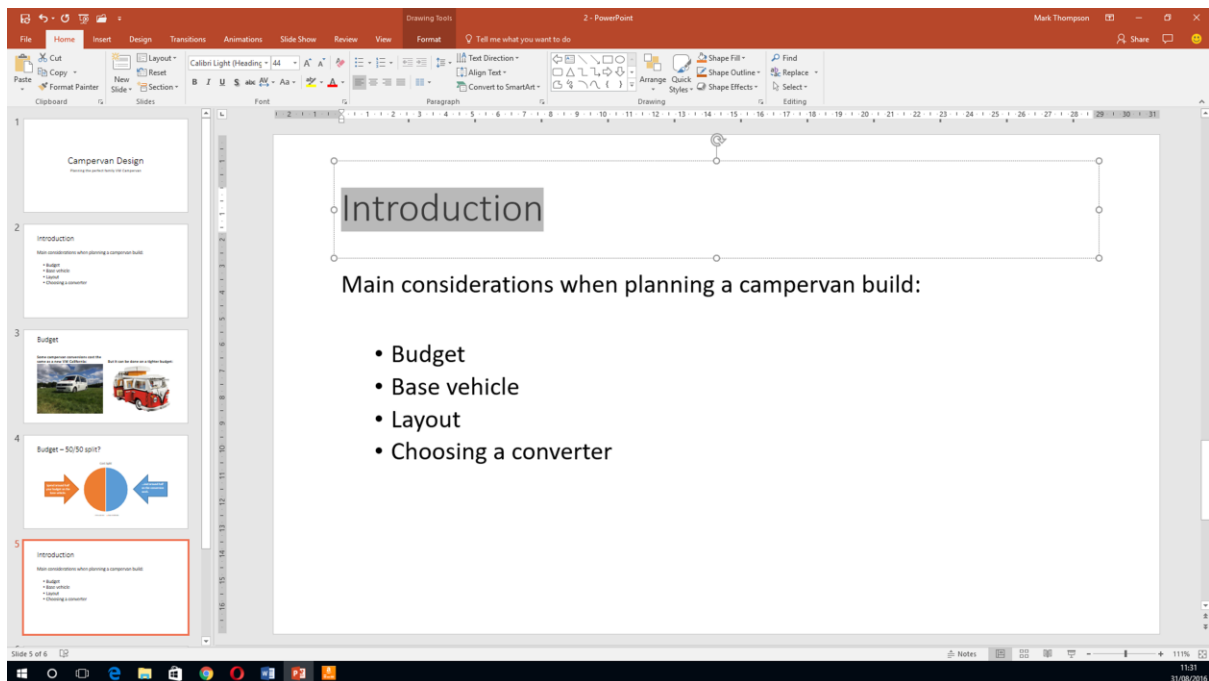
Your slides should now look like this:



Duplicate and move slides

1. Duplicate slide 2 – 'Introduction'
2. Move the duplicated slide to be the last slide (number 5)

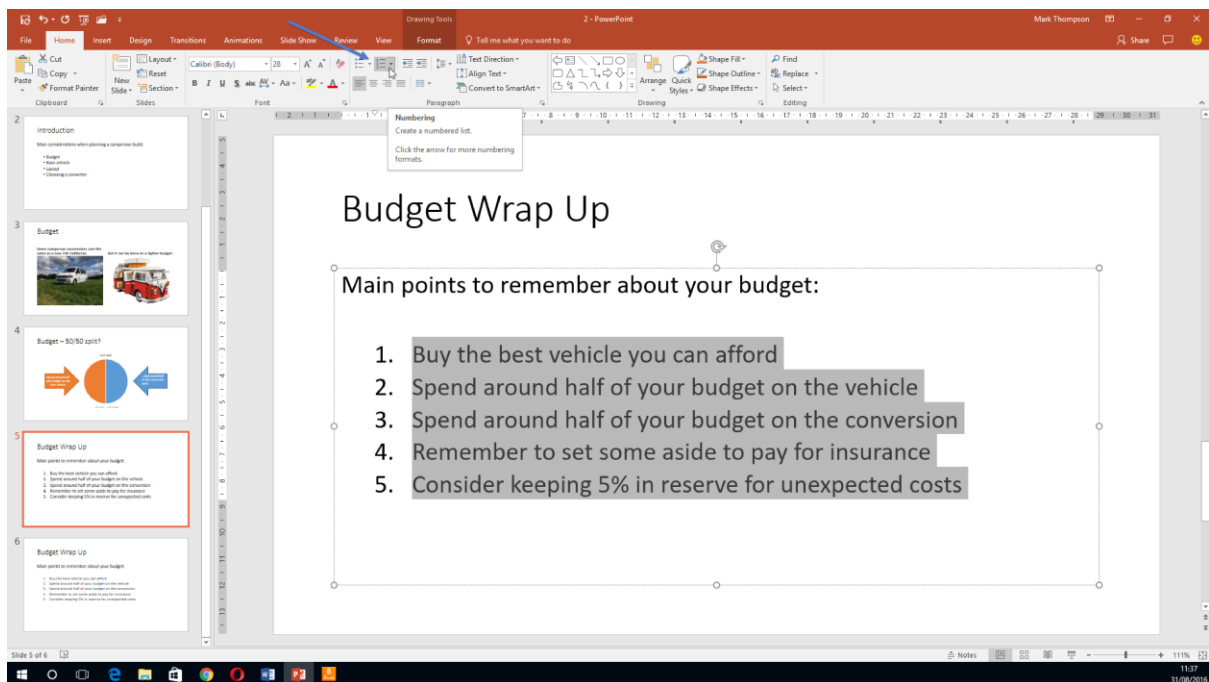
Your slides should now look like this:



Edit an existing slide

1. Edit the new, duplicated slide to replicate the slide below by:
  - a. Changing the title
  - b. Changing the subtitle
  - c. Changing the main text
  - d. Applying numbering

Your slides should now look like this:





## Spell checker

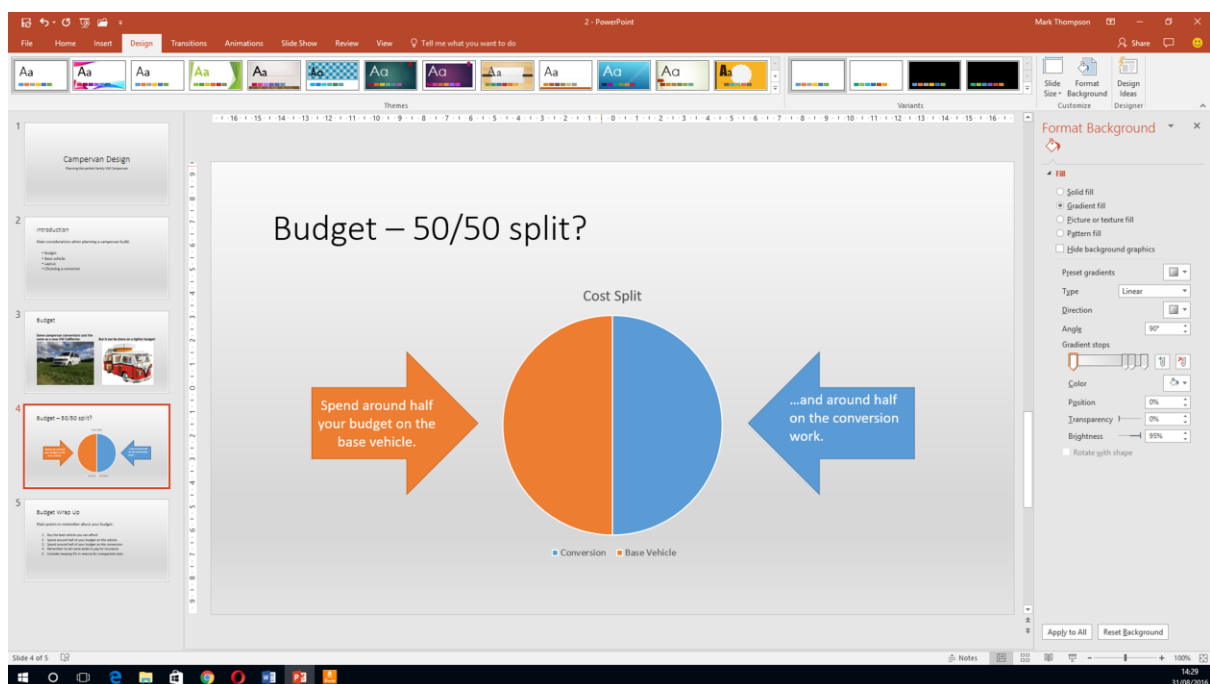
1. Check the default language used by your Powerpoint and change it if necessary
2. Check your presentation's spelling

## Style and formatting

### Background Color

1. Select all slides
2. Change the background of all slides to have these settings:
  - a. Gradient Fill
  - b. Preset Gradient = Light Gradient – Accent 3

Your slides should now look like this:



## Change Font Size

1. On the first slide, change the font size as follows:
  - a. Change title size to 72
  - b. Increase the subtitle size until you think it looks right
  - c. Change the color of both titles to a very dark blue

## Bold, Italic and Underline

1. Choose 3 words in your presentation which you would like to emphasise
2. Apply either **Bold**, *Italic* or Underline to each word

## Effects

### Transitions

1. Apply the Fade transition with a duration of 00.25 to all slides

### Animations

1. Go to the Budget slide with the two photos.
2. Apply the Fade Animation to the text and photo on the right
3. They should both appear at the same time, in 0.5 seconds when the mouse is clicked

## Viewing and presenting

1. Compare **Normal** and **Slide Sorter** views
2. Go into Slide Show view and practice moving around your presentation using these methods:
  - a. Using the arrows on your keyboard, or
  - b. Using **Backspace** and **Enter** on your keyboard, or
  - c. Using left and right click of your mouse, or
  - d. Using the wheel on your mouse (if it has one)
  - e. Using a PowerPoint Clicker
3. End the presentation by pressing the **Esc** key or using a right mouse click