**MS PowerPoint**

**Worksheet -1-**

**Session 20-23 (P :317-367 )**

1. **Start MS PowerPoint and create a blank presentation**
2. **From the slide master view do the following:**
	1. **Insert pictures in the all slides.**
	2. Apply these format to the title in the all slides : red , bold ,underline ,font size :48.
	3. In the title & content slides only apply these format to the text :color: blue, line spacing 1.5
3. Create 3 slides as follows:

**Slide one :**

* Layout: title only
* Add these animations to the title :
* Entrance: appear , start: on click
* Emphasis :teeter , start: after previous ,change the Duration to 4 seconds
* Exit: fly out, start: with previous ,change the delay to 6 seconds.

**Slide two:**



* Layout: tow content
* Insert a SmartArt ,
* Add these animations to the SmartArt:
* Emphasis : Color Pulse, start: on click ,change the Duration to 4 seconds
* Add a hyperlink or action to the last sentence” Computer Network types ” to the next

Slide

* Change the slide background color.

**SLIDE THREE:**

* Layout: title & content
* Insert action button to the first slide
1. Apply a transaction animation to all slides.
2. Set the duration of the transaction animation to 3 seconds.
3. Apply sound effect with the transaction animation.
4. Set the advance slide option to : after 5 seconds
5. **Apply a Theme to all slides**
6. **Starting a slide show**
7. **Setting a custom slideshow**
8. **Organizing slides into sections.**