**MS PowerPoint**

**Worksheet -1-**

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

* User interface Of MS PowerPoint2016
1. Slide Thumbnails pane
2. Slide area
3. Notes pane
4. Status Bar
5. View buttons
6. Next slide
7. Previous slide
8. First slide to current window
* Resizing panes
* Creating A new presentation
* Managing slides from Slide Thumbnails pane
* Selecting multiple slides
* Moving slide using drag &drop
1. **Start MS PowerPoint and create a blank presentation**.
2. Create 3 slides as follows:

**Slide one :**

* Layout: title only
* apply these format to the title:
	+ Font: verdana
	+ Font size: 48
	+ Font color: blue
	+ Font style : bold, italic, underline
	+ Character spacing : loose
	+ Apply shadow effect
	+ Horizontal alignment :center
	+ Vertical alignment :Bottom
* Add red border to the title box
* Write the subtitle using word art
* 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.
* Add these animations to the word art :
* Entrance: fly in , start: on click
* Rearrange the animation, let the entrance of the word art before the exit of the title.



**Slide tow:**

* Layout: Blank
* apply these format to the title:
	+ Font size: 40
	+ Font color: blue
	+ Font style : bold, underline
* Insert a SmartArt ,LIST :vertical box list
	+ Change its color .
	+ Apply a (3D Cartoon) Effect to the smart art
* Add these animations to the SmartArt:
* Emphasis : Color Pulse, start: on click ,change the Duration to 4 seconds
* Insert action button to the next and previous slide.

**SLIDE THREE:**

* Layout: tow content
* Apply the numbered & bulleted list as shown
* Line spacing : 1.5
* Insert the table as shown
* Insert the shape and write the text inside it
* Fill the shape and change its outline color
* Add any effect to the shape
* 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. **Insert slide number and your name as a footer**