

# Beginners PowerPoint Exercises

## Exercise # 1: Seasons

Create a presentation that consists of **4** slides.

### **SLIDE ONE: use title layout**

Title: "The Seasons"

Subtitle: BY: "Your Name"

### **SLIDE TWO: use title and content layout**

Title: SPRING

- March 20th is the first day of Spring
- Spring lasts from March to June
- Observed holidays during this season are Easter, Mother's and Father's Day

### **SLIDE THREE: use title and content layout**

Title: SUMMER

- June 20th is the first day of Summer
- Summer lasts from June to September
- Observed holidays during this season are Independence Day and Labor Day

### **SLIDE FOUR: use title and content layout**

Title: AUTUMN

- September 22nd is the first day of Autumn
- Autumn lasts from September to December
- Observed holidays during this season are Veteran's Day, Election Day

### **SLIDE FIVE: use title and content layout**

Title: WINTER

- December 21st is the first day of Winter
- Winter lasts from December to March
- Observed holidays during this season are Christmas, New Year's, Valentine's and St. Patrick's Day

Add a suitable image to each slide

SAVE AS PowerPoint Ex 1 Seasons

## Exercise #2: Interests

You must be sure to change the layout for each slide.  
Each slide must have words written on it  
Pick a slide design for the entire slide show.

My Hobby

My Favourite Foods

My Favourite Holiday Destinations

- 1) Make a 4 slide presentation
  - 2) Be sure to select a slide design theme
  - 3) The first slide should be the title slide
  - 4) The second, third, and fourth slides include the headings above
  - 5) On each slide, write three sentences on each topic
  - 6) On each slide, find appropriate clip art to insert that pertains to each topic
  - 7) Add Animations to each page
  - 8) Add a Transition to your presentation
  - 9) Add a video to one of the slides
  - 10) **LEVEL 2 ONLY – Add ACTION BUTTONS to slides (see worksheet on Website)**
  - 11) Save As Powerpoint Ex 2 Interests
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