

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

Exercise #2: Hobbies

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.

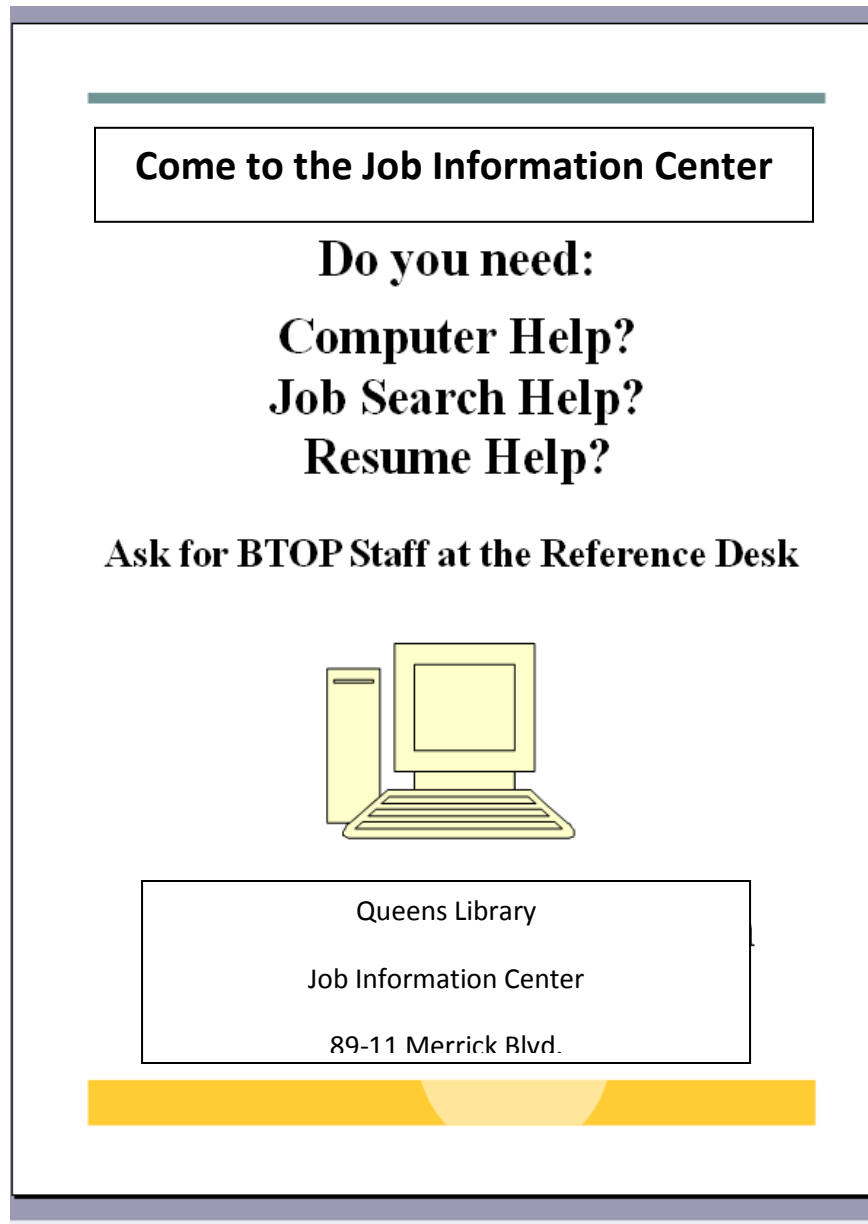
- 1) Sewing
Cooking
Baking

- 2) Running
Reading
Writing

- 3) Biking
Basketball
Football

- 1) Pick one of the three groups above.
 - 2) Make a 4 slide presentation
 - 3) The first slide should be the title slide
 - 4) The second, third, and fourth slides should pertain to the first second and third topic listed in the group you chose.
 - 5) On each slide, write three sentences on each hobby
 - 6) On each slide, find appropriate clip art to insert that pertains to each hobby
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Exercise # 3: Flyers



- 1) Design a flyer: it should resemble the example above, text may differ
- 2) Change the view in PowerPoint to portrait
- 3) For the layout, chose a blank slide
- 4) Use text boxes to orient your text according to the example above
- 5) Use Clip Art to insert a picture
- 6) Be sure to select a slide design theme