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
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