






PowerPoint 2010 Practice Exercises: Self-Paced Training

EXERCISE 1: FORMAT TEXT AND ADD SLIDES

Here's your chance to be hands-on with PowerPoint 2010.

1. Make sure the **Home** tab is displayed.
2. Now, change the color of the words "Getting oriented" on slide 1. Select the text, and in the **Font** group, click the arrow next to **Font Color** . In the color choices that appear, under **Theme Colors**, select a new color for the text.
3. With "Getting oriented" still selected, look in the **Font** group for **Character Spacing** . Click its arrow and point to **Tight** and **Loose** to see a preview of each; select any item on the menu.
4. Make sure "Getting Oriented" is still selected. Another way to open the **Font** dialog box options is to click the dialog box launcher , the small arrow in the lower-right corner of the **Font** group. Click it now. The dialog box opens with the **Font** tab displayed. You might prefer to work in this dialog box for some font options.

Tip When you're searching for options you remember from an earlier PowerPoint version, look for a dialog-box-launcher arrow in the group.

5. Another aid in formatting is the **Mini toolbar**. Select the text "Jump in to 2010," and leave the mouse positioned on the selection.

The **Mini toolbar** appears faded to the top right of the words you have selected. Hover the mouse pointer over the **Mini toolbar** to make it solid, then click the **Italic** button to format this text. Simply move your mouse away from the **Mini toolbar** to make it disappear.

6. Now, reselect "Getting oriented," and look at the **Paragraph** group on the ribbon. You'll see that **Center** is selected for the text's position.

Click **Align Text Left**  and **Align Text Right**  to see how those selections affect the position of the text.

7. Keep the **Home** tab displayed on the ribbon, and now, add a new slide to the presentation. First, click under the last slide in the presentation in the **slides list** on the left side of the screen. In the **Slides** group on the **Home**

tab, click the arrow next to **New Slide**



Microsoft Powerpoint 2010 Practice Exercises For Beginners

Faithe Wempen



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point and click helping them understand the why and how behind each skill The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom Students go to college now with a different set of skills than they did five years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everybody needs to know A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere

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