

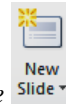
<u>Title</u>	<u>Page</u>
1) Insert Layout (New Slide)	
2) Insert Bullets	
3) Insert Picture	
4) Change Layouts	
5) Insert New Slide	
6) Insert Slide Design	
7) Insert New Slide For Slide Design	
8) Apply Themes	
9) Adding Shapes To A Presentation	
10) Adding Shapes And WordArt To A Presentation	
11) Adding Tables To A Presentation	
12) Adding Chart To A Presentation	
13) Adding Organization Chart To A Presentation	
14) Prepare Animation To A Presentation	
15) Slide Views	
16) Prepare Action Button For Presentation	
17) Prepare Slide Show For Presentation	

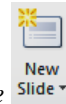
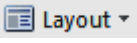
Insert Layout

New File

File ⇒ New ⇒ Blank document ⇒ Create.

Exercise 1



Type the following text in PowerPoint 2010. Click on the  command and choose the layout named Title Slide Layout in  Command. Now, you will see a slide was added in the Slides Taskbar, on your left-hand side. Font Type and size is free.

In click to add title text box, type :-

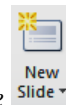
Network security Seminar

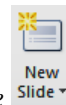
In click to add subtitle text box, type:-

**MCBC Systems Johor is organizing a seminar on Network Security
from 10am to 12noon on July 6 in Taman Molek, Johor Bahru.**

Save the file as “Exercise 1”. Close the file.

Exercise 2



Type the following text in PowerPoint 2010. Click on the  command. You will see a slide was added in the Slides Taskbar, on your left-hand side. Font Type and font size is free. You can decorate the text using Text Fill, Text Effect, Shape Outline, Shape Fill, Shape Effect.

Slide Layout:- Title Only

**FREE ITEM WILL BE GIVEN AWAY FOR EVERY
COMPUTER PURCHASE**

Save the file as “Exercise 2”. Close the file.

Insert Bullets

Exercise 3

Type the following text in PowerPoint 2010. Click on the  command. Click on  command, choose the layout named Title and Content. Font type and size is free. For you insert a following bullet, click on  command. You can decorate text using Text Fill, text Effects and so on..

3

Slide Layout:- Title and Content

All About Bullets

- ☺ Moving between slides
- ☺ Moving the position of a bulleted text
- ☺ Adding graphical bullets
- ☺ Replacing bullets with other characters
- ☺ Changing the size of the bullets

Save the file as “Exercise 3”. Close the file.

Exercise 4

Type the following text in PowerPoint 2010. Click on the  command. Click on  command, choose the layout named Two Content. Font Type and size are free. You can decorate text using Text Fill, text Effects and so on.

Slide Layout:- Two Content

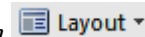
List of 20 Government (Public) Universities in Malaysia

- | | |
|---|--|
| ☞ Universiti Malaya (UM) | ☞ Universiti Malaysia Terengganu (UMT) |
| ☞ Universiti Teknologi Malaysia (UTM) | ☞ Universiti Utara Malaysia (UUM) |
| ☞ Universiti Kebangsaan Malaysia (UKM) | ☞ Universiti Malaysia Sarawak (UNIMAS) |
| ☞ Universiti Putra Malaysia (UPM) | ☞ Universiti Malaysia Sabah (UMS) |
| ☞ Universiti Sains Malaysia (USM) | ☞ Universiti Malaysia Pahang (UMP) |
| ☞ Universiti Pendidikan Sultan Idris (UPSI) | ☞ Universiti Malaysia Perlis (UniMAP) |

Save the file as “Exercise 4. Close the file.

Insert picture

Exercise 5



Type the following in PowerPoint 2010. Click on the **New Slide** command. Click on **Layout** command, choose the layout named Title and Content. Font Type and size is free. When you want to insert a picture, click on a “Clip Art” icon in Click icon to add content. Type “palace” in search text and click the Go button. After, choose the picture click Close button.

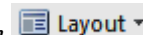
4

Slide Layout:- Title and Content



Save the file as “Exercise 5”. You can decorate the text using Picture Border, Picture Effects, Picture Layout. Close the file.

Exercise 6



Type the following text in PowerPoint 2010. Click on the **New Slide** command. Click on **Layout** command, choose the layout named Two Content. Font Type and font size is free. When you want to insert a picture, click on a “Clip Art” icon on the second Content box. Type “friends” in search text and click the Go button. After, choose the picture click Close button.

Slide Layout:- Two Content

FRIENDSHIP


- ♪ The secret to friendship is being a good listener.
- ♪ True friendship comes when silence between two people is comfortable.
- ♪ A friend is one who believes in you when you have ceased to believe in yourself.
- ♪ A true friend is the candle who lights for you when you are in dark.
- ♪ Friendship has less words and more understanding.
- ♪ Friendship is never an opportunity but a responsibility.
- ♪ A friend is hard to find, and impossible to forget.
- ♪ The best medicine of life is to have true faithful friend.



Save the file as “Exercise 6”. Close the file.

Change layout

Exercise 7

To do the following exercise, you need to change the layout. In PowerPoint, the current layout will be Title Slide. To change the slide layout, Click on  Layout ▾ command, choose the layout named Two Content.

Slide Layout:- Two Content


Step by Step guide to wash hair:

- ✂ Wet your hair properly before applying shampoo on your hair.
- ✂ Use shampoo according to your hair length. Excessive shampoo may harm your hair. If your hair are long use a tablespoon of shampoo, if you hair are short use shampoo in lesser quantity.
- ✂ Massage on your scalp to remove the dead skin cells. Dead skin cells often result to dandruff.
- ✂ Rinse your hair well. Make it sure no shampoo is left in your hair.
- ✂ Apply conditioner. Do not apply it on your roots, but apply on the ends. The ends are damaged most and require extra care. Leave the conditioner for at least a minute.
- ✂ Rinse your hair if necessary. Check the conditioner you pick on. If the conditioner is a leave in one do not rinse, otherwise use less water to rinse your hair.
- ✂ Squeeze out as much water as you can from your hair.
- ✂ Blot your hair with a towel to remove water. Do not rub the towel, as it may hold fibers damaging your hair.
- ✂ Avoid using a blow dryer. Let your hair air-dry.



Save the file as “Exercise 7”. Close the file.

Exercise 8

To do the following exercise, you need to change the layout. In PowerPoint, the current layout will be Title Slide. To change the slide layout, Click on  **Layout** command, choose the layout named Two Content.

Slide Layout:- Two Content

Eiffel Tower

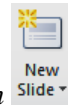
- ◆ Tallest in the world from 1889 to 1930
- ◆ Type as a Observation tower, Radio broadcasting tower
- ◆ Location at Paris, France
- ◆ Construction started at 1887 and Completed at 1889
- ◆ Opening on 31 March 1889
- ◆ Height of each floor: 1st floor: 57m; 2nd floor: 115m; 3rd floor: 276m
- ◆ There are 1,665 steps on the East staircase until the top
- ◆ Almost a quarter billion people visited Eiffel Tower ever since it was opened in 1889
- ◆ Eiffel Tower is painted every 7 years and it requires 60 Tons of paint to paint the entire Tower
- ◆ More than 600 people work on the Eiffel Tower
- ◆ The Eiffel Tower was constructed for the World's Fair to show that iron is lighter but stronger than stone.



Save the file as “Exercise 8”. Close the file.

Insert New Slide

Exercise 9



Type the following text in PowerPoint 2010. To insert more than one slide to the file, Click on command. Choose the slide layout in Task Pane.

Slide 1 Layout:- Two Content



How to Succeed

- ☺ *Don't talk negatively about people behind their backs.*
 - ☺ *If you gossip, people won't confide in you.*
 - ☺ *Mind your own business*
 - ☺ *Try to work for someone who'll challenge your powers.*
 - ☺ *You'll learn more in a year than 4 years of college.*
 - ☺ *Successful bosses have good communication skills.*
 - ☺ *They learn from people, including their employees.*
 - ☺ *Work in such a way that makes your boss look good.*
 - ☺ *Be on time. Try to arrive few minutes early. It saves you from stress. You'll be much relaxed & work better.*
 - ☺ *Always remember that the secret of success is passion.*
- Always think big. Spread love & joy.*

7

Slide 2 Layout:- Two Content

WHAT IS STRESS?

- ✳ Stress is your mind and body's response or reaction to a real or imagined threat, event or change.
- ✳ The threat, event or change are commonly called stressors. Stressors can be internal (thoughts, beliefs, attitudes or external (loss, tragedy, change).



Slide 3 Layout:- Title and Content

EQUIPMENT for a SOCCER

- ◎ *Jersey* - to identify the team the player is on and what player it is.
- ◎ *Shinguards* - are to protect the shins
- ◎ *Shorts* - shows the team by color
- ◎ *Cleats* - have spikes on the bottom for traction
- ◎ *Socks* - shows team by color
- ◎ Soccer fields are usually one hundred to one hundred thirty yards long.



Slide 4 Layout:- Title and Content

Slide 5:- title and content

<i>Our Solar System</i>	
<u>10 Things to Start Doing in Your Relationships</u>	
<p><i>Our solar system is made up of:</i></p> <ul style="list-style-type: none"> ▶▶ <i>Sun</i> Choose to be the best YOU can be. ▶▶ <i>Nine planets</i> Choose to be around the right people. ▶▶ <i>Their moons</i> Choose to focus on what you have, not on what you haven't. ▶▶ <i>Asteroids</i> ▶▶ <i>Comets</i> 	<ul style="list-style-type: none"> ▶▶ Choose honesty. ▶▶ Choose to help others when you're able. ▶▶ Choose to smile more often. ▶▶ You have to be strong for yourself.
▶▶ Choose a good attitude.	


8

Save the file as "Exercise 9". Close the file.

Insert Slide Design

Exercise 10


Prepare the following slide. You must add design to the slide. To add design to the slide, click on

 **Layout** command you can choose any design for your slide.

Save the file as "Exercise 10". Close the file.

Exercise 11

Prepare the following slide. You must add design to the slide. To add design to the slide, click on

 **Layout** command you can choose any design for your slide.


Top Ten Ways to Inspire Others to Be Their Best

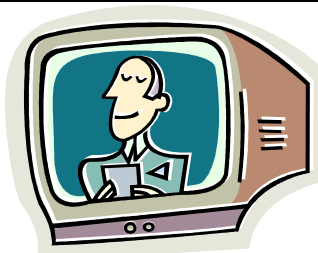
- 1) **Be a good example.** People watch what you do more than they listen to what you say. Be someone worth emulating.
- 2) **Care about others.** People don't care about how much you know until they know how much you care. Ask questions. Take a genuine interest in people.
- 3) **Encouragement.** Everyone goes through tough times. When you support people and encourage them through these times, you'll be inspiring them to see the best in themselves and in the situation.
- 4) **Be inspired yourself.** Look for people, ideas, environments and knowledge that you find inspiring and motivating.
- 5) **Share from your own experience.** You have more to share than you realize. Mine the rich experiences of your life and share your wisdom from your unique point of view. You may be the only one who can touch someone with your inspiring message.
- 6) **Be vulnerable.** Be willing to share your failures as well as your successes. Others will relate to you. They'll understand that they're not the only ones with challenges.
- 7) **Be a good communicator.** Increasing your ability to communicate effectively is a critical element for you to inspire others. Watch how you speak and what you say. Invest in your communication skills.

Save the as "Exercise 11". Close the file.

Exercise 12

Prepare the following slide. You must add design to the slide. To add design to the slide, click on

 **Layout** ▾ command you can choose any design for your slide.




A **television** (also **TV**, **telly** or **tube**) is a machine with a screen. Televisions receive broadcast signals and turn them into pictures and sound. The word "television" comes from the words *tele* (Greek for far away) and *vision* (seeing). Sometimes a TV can look like a box. A television can show pictures from many places.

Save the file as "Exercise 12". Close the file.

Exercise 13

Prepare the following slide. You must add design to the slide. To add design to the slide, click on


 **Layout** ▾ command you can choose any design for your slide.

Story Cover

Wedding & Event Décor
"You Dream It. We Dress It"

Save the file as "Exercise 13". Close the file.

Exercise 14

Prepare the following slide. You must add design to the slide. To add design to the slide, click on  **Layout** command you can choose any design for your slide.

10

OFFICE CLERK


- ❖ Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.
- ❖ Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.



Save the file as "Exercise 14". Close the file.

Insert New Slide For Slide Design

Exercise 15

Prepare the following slide. You must add design to the slide. To add design to the slide, click on  **Layout** command you can choose any design for your slide. You will observe that the same design will be applied to all slides.

Slide 1

PUSAT KOMPUTER CELIK
MICROSOFT OFFICE POWER POINT 2010

Slide 2

PowerPoint Text Tips

- ☞ *Make your text large:*
 - ◆ *Titles should be around 36 – 40 point or more*
 - ◆ *Once you have chosen the size ensure all slides are consistent in text size*
- ☞ *Body copy should be about 24 points or more*
 - ◆ *18 Point absolute minimum!*
 - ◆ *Be consistent!*
- ☞ *Keep text brief. No more than nine words per line No more than ten lines per slide. Use statements instead of sentences.*

11

Slide 3

PowerPoint Color Tips

- ✓ *Use a color format that gives good contrast between background and text:*
 - ♥ *Dark backgrounds with light colored text work best*
 - ♥ *Text drop shadows should be black or a darker value of background color.*
- ✓ *The next page explains how to set a mood with the colors you choose...*

Slide 4

PowerPoint Colors

- *Here is a basic guide to using color in your PowerPoint presentations:*
 - ⌚ *Red — excitement, alert*
 - ⌚ *Green — growth*
 - ⌚ *Yellow — confidence, warmth, wisdom*
 - ⌚ *Purple — dignity, sophistication*
 - ⌚ *White — professionalism, new, innocence*
 - ⌚ *Blue — truth, trust, justice*
 - ⌚ *Black — authority, strength*
 - ⌚ *Orange — action, optimism*
 - ⌚ *Brown — friendliness, warmth*

4 Grey – integrity, maturity

Slide 5

PowerPoint Tips Summary

- ✂ Use large fonts. Small fonts are hard to read. 18 point minimum 24 point is ideal
- ✂ Use contrasting colors. A dark background with light text
- ✂ Use drop shadows. Adding drop shadows to text makes it more legible
- ✂ Avoid busy backgrounds. Keep the background simple
- ✂ Avoid using red text. Red text is often hard to read
- ✂ AVOID ALL CAPS! All caps look like you're shouting
- ✂ Include a good combination of words, pictures, and graphics
- ✂ A variety keeps the presentation interesting
- ✂ Display information by Progressive Building. An audience will respond well to gradually adding information.

12

Save the file as “Exercise 15”. Close the file.

Apply Themes

Exercise 16

Type the following text in PowerPoint 2010.

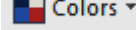
Semi-Detached House

- ✓ Even if the neighbor only lives a few feet away.
- ✓ UK semis typically have a driveway or garage and sizeable garden
- ✓ Noise pollution from neighbors is a lesser problem in semi-detached homes than in terraced homes.
- ✓ Semis often feel as if they occupy the relative privacy of a rural location...
- ✓ ...while preserving a certain social aspect of urban living and avoiding the potentially isolated feel of a rural home.



13

Go to Design menu, you will see the Themes Toolbar. Now, you may choose any design from the toolbar.


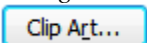
Then, you also can change the color of the Background by clicking on  command. Save the file as "Exercise 16". Close the file.

Exercise 17

Type the following text in PowerPoint 2010.

MEANING OF ROSE COLORS


- ✓ Black Roses signify Death
- ✓ Coral Rose conveys desire
- ✓ Lavender Roses symbolize love at first sight and enhancement
- ✓ Orange Roses indicate enthusiasm, desire and fascination
- ✓ Pink (Deep) says Thank You
- ✓ Pink (Light) Rose conveys admiration, gentleness, grace, gladness, joy and sweetness
- ✓ Pink Rose carry the message of happiness, gracefulness and gentleness
- ✓ Red Roses symbolize sincere Love, Respect, Courage & Passion
- ✓ Red (Dark) Rose reveals unconscious beauty
- ✓ Red (Single) means "I Love You"
- ✓ Red & White Roses together signify unity
- ✓ Single Rose in any color expresses simplicity and gratitude
- ✓ White Roses express Purity/heavenly, secrecy, silence, innocence and charm
- ✓ White (Bridal) Rose symbolizes a happy love
- ✓ Yellow Roses indicate joy, gladness, friendship and "I Care"
- ✓ Yellow Rose with Red Tip indicates friendship falling in Love


Go to Design Menu, click on  command under Background tools. Now, you will see a Format Background Tab on your screen. In Format Background tab, click on Picture or Texture Fill and click on  command. Now, you will see a Select picture tab on your screen. In the Search text Box, type 'red rose' and choose a rose picture that you like as your slide background then click OK button. Now, you will see the changes on your slide background. Save the file as "Exercise 17". Close the file.

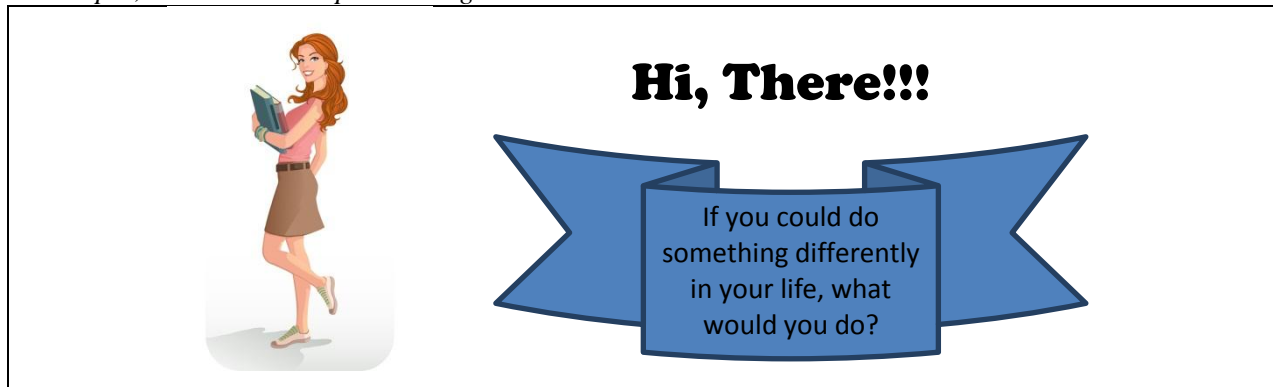
Adding Shapes To A Presentation

Exercise 18

Do the following in PowerPoint 2010. Choose the blank layout. To add the picture, go to Insert menu and

click on  command. In the Search Text Box, type 'girl' and choose the following picture. To add

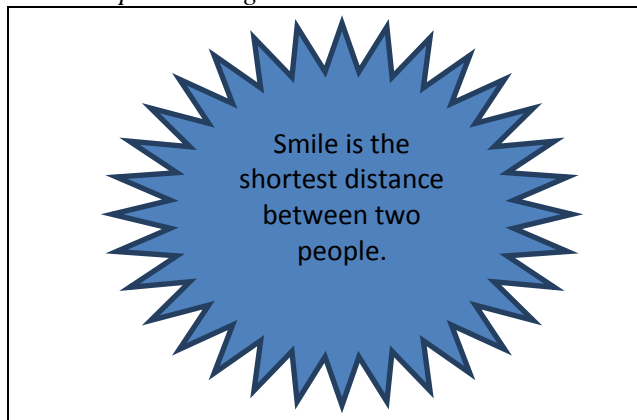
Shapes, click on the  command and choose Curved down Ribbon in Stars and Banners. To add a text in Shapes, click on the Shapes and Right click the Mouse button. Choose the Edit Text button.



Save the file as "Exercise 18". Close the file.

Exercise 19

Do the following in PowerPoint 2010. Choose the blank layout. To add Shapes, click on the Shapes command in Insert Menu and choose 32-Point Star in Stars and Banners. To add the text in Shapes, click on the Shapes and Right click the Mouse button. Choose the Edit Text button.

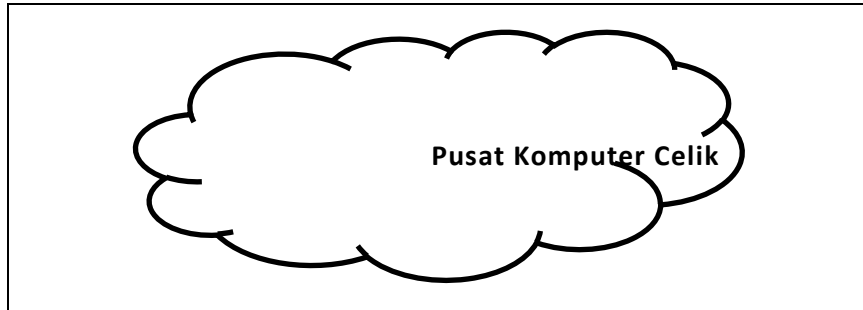


Save the file as "Exercise 19". Close the file.

Adding Shapes And WordArt To A Presentation

Exercise 20

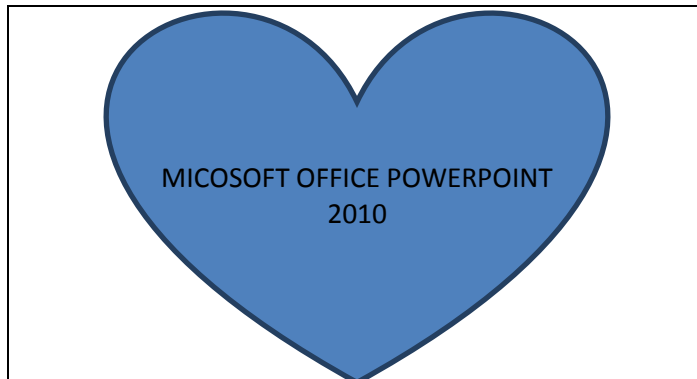
Prepare a slide as below. Choose Blank layout. First, to choose Shapes, click on Shapes command in Drawing toolbar, choose Cloud in Basic Shapes. For WordArt, click on the WordArt command in Insert menu. You can choose any WordArt type and change the particular WordArt Shape.



Save the file as "Exercise 20". Close the file.

Exercise 21

Prepare a slide as below. Choose Blank layout. First, to choose Shapes, click on Shapes command in Drawing toolbar, choose the particular Shapes. For WordArt, click on the WordArt command in Insert menu. You can choose any WordArt type and change the particular WordArt Shape.



Save the file as "exercise 21". Close the file.

Adding Tables To A Presentation

Exercise 22

Do the following table. First, choose the Title Content layout. Click on the Insert Table Icon. In Number of Column tab, type 3 and in number of Row tab, type 4.



S. No	Product	Price
1	Laptop	1300
2	LCD	457
3	Laser Printer	569

You can use Table Toolbar to deal with table. You can center the text using center alignment and Vertically Center in Layout Tool. Save the file as “Exercise 22”. Close the file.

Exercise 23

Do the following table. First, choose the Title Content layout. Click on the Insert Table Icon. In Number of Column tab, type 3 and in Number of Row tab, type 7.

Tahun	Bilangan pelanduk yang tinggal / ekor	
	Hutan Pahang	Hutan Selangor
2007	16	18
2008	23	18
2009	20	19
2010	29	25
2011	18	15
2012	21	12

To merge the cell, highlight both cells and click on Merge Cells in Tables tools. To modify borders, highlight the table and click on Table Grid in Table Styles. Choose the Line Weight is to 4 ½ pt. click on All Borders in  Borders command. To add Shading to the Tables, again highlight the table and click on  Shading command and choose a color. Save the file as “Exercise 23”. Close the file.

Adding Chart To A Presentation

Exercise 24

Prepare a chart. To add a chart, choose the Title and Content layout. Click the Insert Chart icon. Now, you will see the Insert Chart tab, choose a 100% Stacked Cylinder column chart. Now, you will see the Datasheet (table) for chart. Fill the text below in the table.

	Jan	Feb	Mar	Apr	May
Rejoice	20000	34500	18900	20988	32400
Pantene	48222	45555	53000	25000	32000
Clairol	13444	54300	34145	29888	50000
Clear	35000	24500	14589	12657	54888

After that, close the Datasheet. Now, you will see the chart. Click on Design Menu in Chart Tools. Choose the Layout 3 in Chart Layouts tab and choose Style 42 in Chart Styles tab. Click on Layout Menu in Chart Tools. Now, you will see Chart option in the Layout Ribbon. Click on **Chart Title** and choose **Above Chart** option and re-type title as **Sales Forecast** in Chart Title text box on your chart. Click on **Axis Titles** and click **Primary Horizontal Axis Title**, choose **Title Below Axis** option. Now, re-type as **Category** in Axis Title text box on your chart. Then, click on **Axis Titles** and click **Primary Vertical Axis Title**, choose **Rotated Title** option. Now, re-type as **Sales** in Axis Title text box on your chart. Click on **Legend** and choose **Overlay Legend at Left**. Click on **Data Labels** and click on **Show**. Click on **Data Table** and click on **None**. Click on **Axes** and click **Primary Horizontal Axis**, choose **Show Right to Left Axis**. Then, click on **Primary Vertical Axis** and choose **Show Default Axis**. To add a Background on your chart, click on **Chart Wall** and click on **More Walls Options..** Click on **Picture or texture fill** and click on **Clip Art** and type 'Rose' in the Search Text box. Choose a picture that you like and click **OK** button. Now, you will see the changes on your Wall chart. Click on **Chart Floor** and click on **Show Chart Floor**. You can do something to change the font. Save the file as "Exercise 24". Close the file.

17


Exercise 25



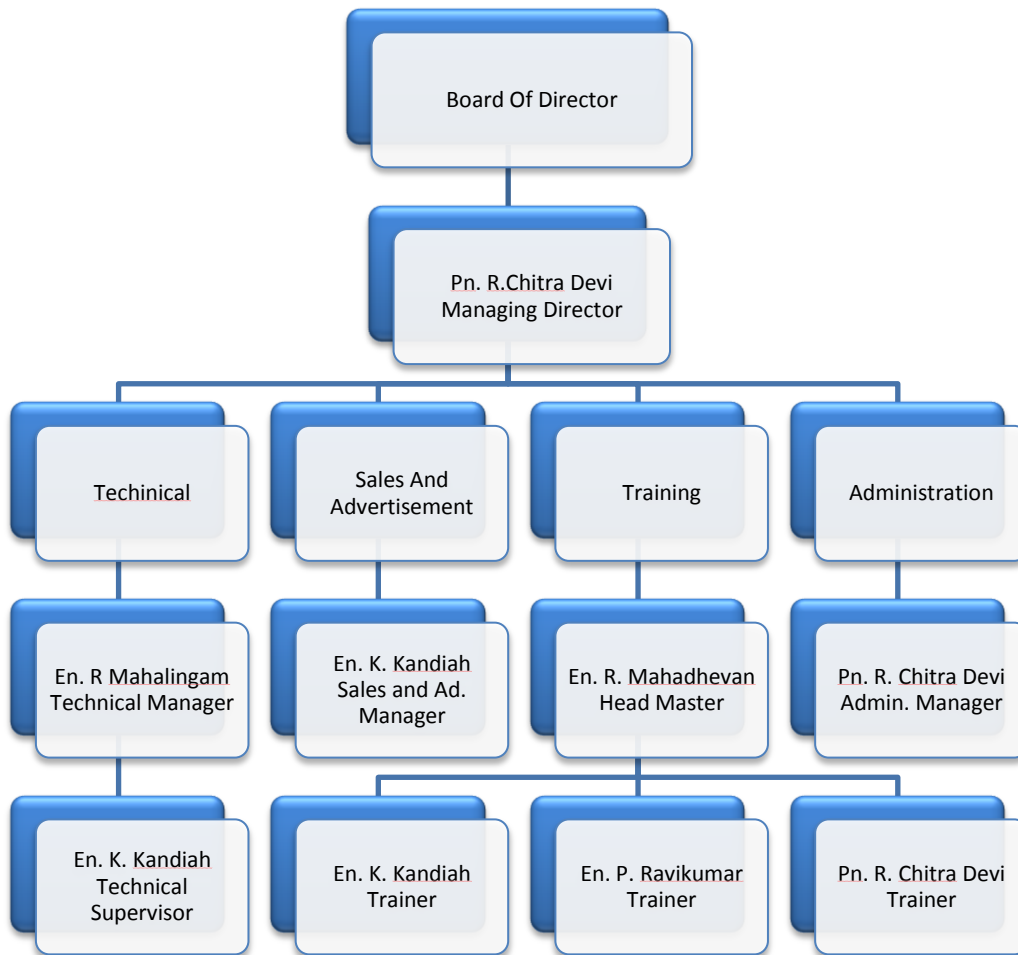
Open the Exercise 24. Click on Design Menu in Chart Tools. Now, click on **Change Chart Type** command. Go to Line Chart and choose the 100% Stacked Line. Click OK button. Do the changes that you like. Save the file as "Exercise 25". Close the file.


Adding Organization Chart To A Presentation

Exercise 26


Choose the Title and Content layout. In Title type **Carta Organisasi Pusat Komputer Celik**. In Content layout, click the Icon called, Insert SmartArt Graphic. Click on  **Hierarchy** button. Now you will see some different type chart in the Choose a SmartArt Graphic tab. Choose **Hierarchy** chart and click **OK** button. Type the following text.

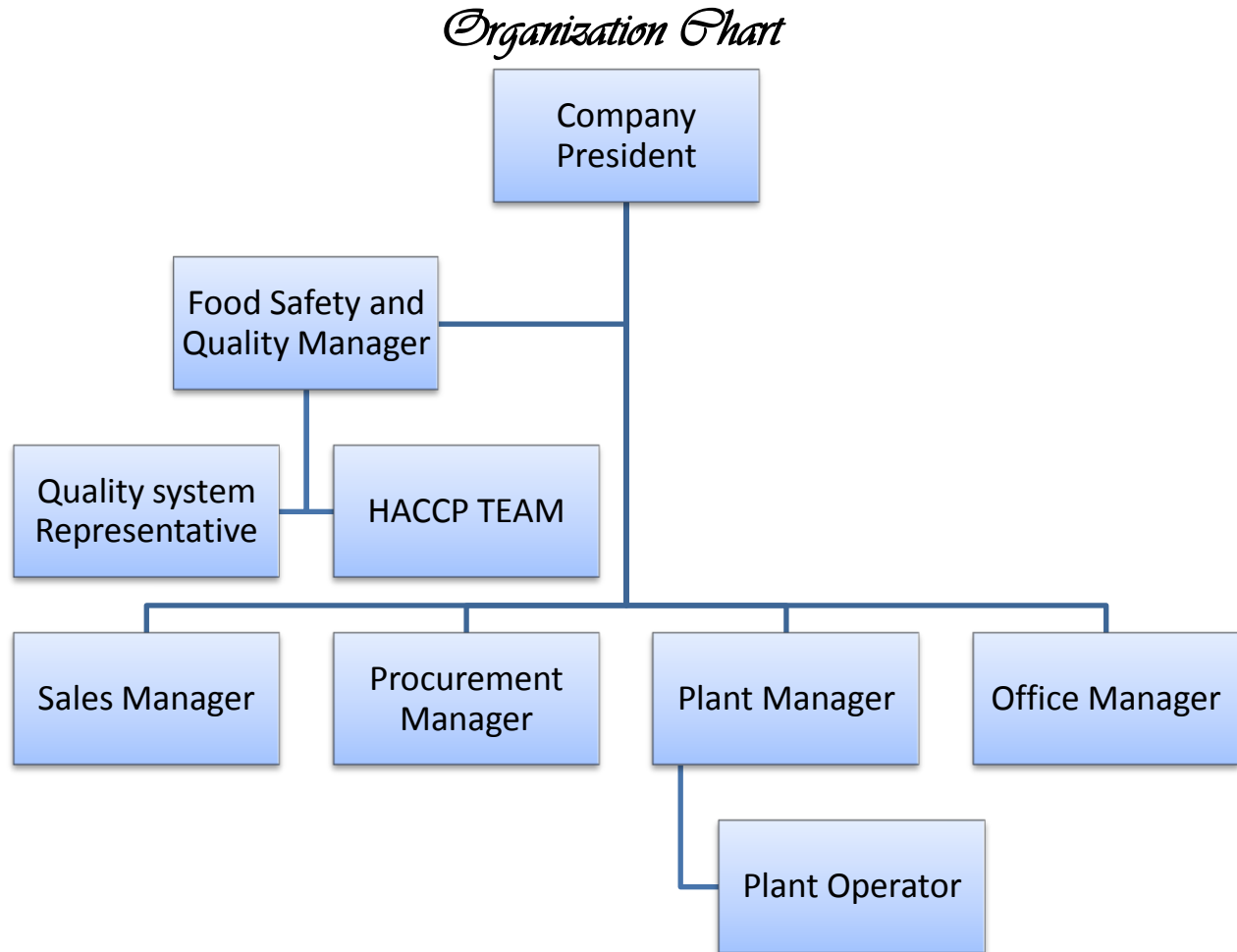
Carta Organisasi Pusat Komputer Celik




To delete a box, click in the box and press the delete button at keyboard. To type text, click on  button. Here you will see a **Text Pane** box. Type the following text. After you type in the first box, click Enter button on your keyboard. A text box will be add in your chart, click Tab button once in your keyboard then, click delete button 5 times in your keyboard. You can us the same method for type in other boxes. You can change the color for your chart by clicking on Change Color command. Save the file as "Exercise 26". Close the file.

Exercise 27

Choose the Title and Content layout. In the Organization Chart. In Content layout, click the Icon called, Insert SmartArt Graphic. Click on  **Hierarchy** button. Now you will see some different type chart in the Choose a SmartArt Graphic tab. Choose **Organization Chart** and click **OK** button. Type the following.



19

To delete a box, click in the box and press the delete button at keyboard. To type text, click on  button. Here you will see a **Text Pane** box. Type the following text. After you type in the first box, click Enter button on your keyboard. A text box will be add in your chart, click Tab button once in your keyboard then, click delete button 5 times in your keyboard. You can us the same method for type in other boxes. You can change the color for your chart by clicking on Change Color command. Save the file as “Exercise 27”. Close the file.

Prepare Animation To A Presentation

Exercise 28

Prepare the following slide. All slides should be in one file.

Slide 1

PUSAT KOMPUTER CELIK
Taman Seremban Jaya
(Behind Petronas)

KANDUNGAN

- ♣ Latar belakang Pusat Komputer Celik
- ♣ Carta Pentadbiran (Organization Chart) Pusat Komputer Celik
- ♣ Senarai Kursus yang ditawarkan di Pusat Komputer Celik
- ♣ Carta bilangan pelajar yang bardaftar (mengikut bulan) Pusat Komputer Celik
- ♣ Plan Pusat Komputer Celik

20

Slide 2

LATAR BELAKANG PUSAT KOMPUTER CELIK

- ♣ *Pusat Komputer Celik ditubuhkan pada 12/12/2002*
- ♣ *Pusat Komputer Celik terletak di Seremban Jaya*
- ♣ *Di Pusat Komputer Celik terdapat 80 orang pelajar.*
- ♣ *Di Pusat Komputer Celik terdapat 2 guru untuk mengajar*

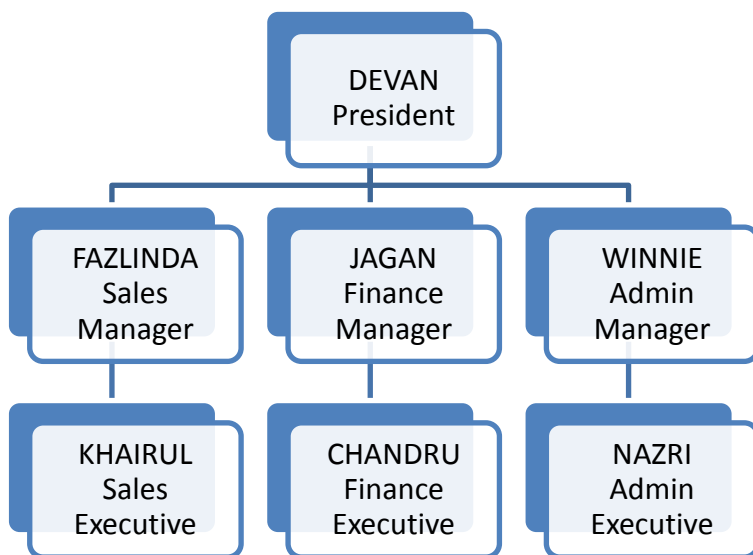
Slide 3

SENARAI KURSUS YANG DITAWARKAN DI PUSAT KOMPUTER CELIK

- ♣ Microsoft Word 2010
- ♣ Microsoft excel 2010
- ♣ Microsoft PowerPoint 2010
- ♣ Microsoft Access 2010
- ♣ Basic Internet

Slide 4

CARTA ORGANISASI PUSAT KOMPUTER CELIK



21

Slide 5

CARTA BILANGAN PELAJAR DI PUSAT KOMPUTER CELIK

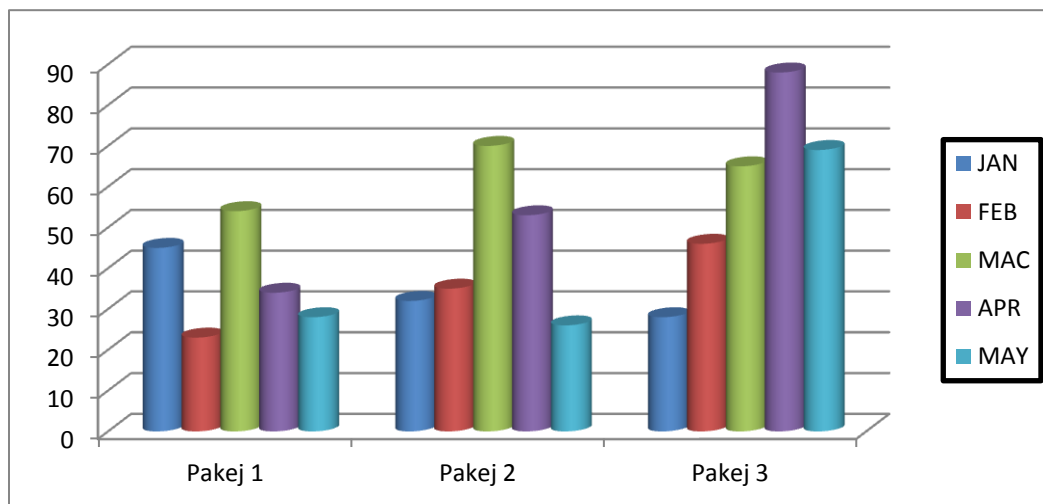
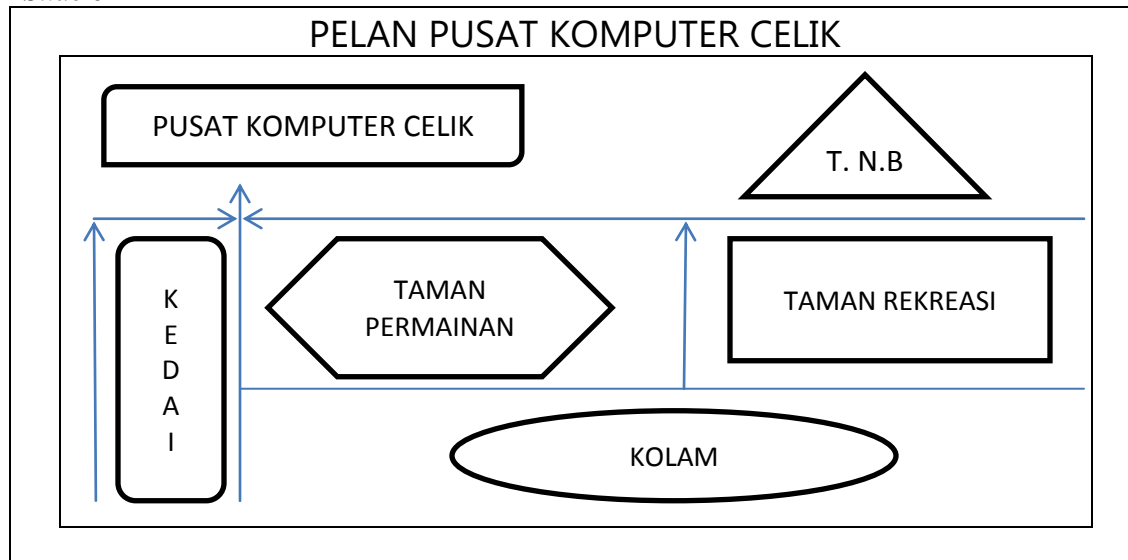


Table for Chart

	JAN	FEB	MAC	APR	MAY
Pakej 1	45	23	54	34	28
Pakej 2	32	35	70	53	26
Pakej 3	28	46	65	88	69

Slide 6



22

After prepare all 6 slides, save the file as “Exercise 28”. Click on Slide 1 and click on the text box in slide 1. Go to Transitions Menu. You will see Transition To This Slide Toolbar. Choose any animation to the slide, you can see the preview on your slide when you click on any options. You can also modify the setting using Effect Options button. Click the arrow on the Sound list, and choose any either sound. Click Apply to All. Then, click on Animations Menu. You will see Animations Toolbar. Choose any animation to the text, you can modify the setting using the Effect Options button. For adding more animations click on Add Animation button. Do the same thing to all slides. You can also add sound for your slide.

Slide Sorter View For Presentation

Now go to View menu and click the Slide Sorter View. You will see all slides with the slide number down.

Moving Slide In Presentation

Now click on slide number 4. Click and hold the mouse key, move the mouse and you will observe a grey color line. Place the line before slide number 3 and release the hand from mouse. Now, the slide 4 and slide 3 are switch place. Save and close the file.

Prepare Action Button For Presentation

Open the file “Exercise 28”. Click on Slide 1. Highlight the first Bulleted text. Go to Insert Menu and



click on **Action** command. Now, you will see Action Setting Task Pane. Click on Hyperlink To in Mouse Click tab. Click the down arrow key and click the Slide command. You will see Hyperlink To Slide tab. Now, choose the slide number 2 and click OK button. Again highlight the second bulleted text and click Action Command and choose on Hyperlink To in Mouse Click tab. Click the down arrow key and click the Slide command. You will see Hyperlink To Slide tab. Now, choose the slide number 3 and click OK button. Do the same thing to all slides. Save and close the file.

Prepare Slide Show For Presentation

Open the file “Exercise 28”. Click on Slide 1. Go to View Menu and click on the Reading View command. You will see the slide in full screen. Click on the first bulleted text. The slide with the details of first bulleted text will open now. You can choose the particular text and view the details of the text in other slide. Go to normal view, save and close the file.