Activity Sheet: MS PowerPoint Basics

**Activity #1**

*Practice creating a new PowerPoint presentation*

1. Open a **Microsoft PowerPoint 2013**
2. Click on **Blank Presentation**
3. On the slide that appears, type City of Elgin in the **Title** box
4. In the **Subtitle** box, type Gail Borden Public Library
5. Click on the **File** tab and select **Save As**
6. Save the PowerPoint to your desktop with the title City of Elgin

**Activity #2**

*Practice adding slides and content*

1. From the **Home** tab, click on the **New Slide** button
2. In the **Title** box, type Things to Do
3. In the content box, type a list of **three** fun things to do in Elgin
4. Click on the **Insert** tab
5. Click on the **Online Pictures** button
6. In the search box, type the word **fun** and insert and image of your choice. Adjust the image if necessary.

*More practice adding slides and content*

1. **Add two** more **new** slides to your presentation with the following information:
   1. **Title** the next slide Location
      1. Create a list with the following information
         1. Between Chicago and Rockford
         2. Straddles the Fox River
         3. Just south of I-90
      2. Insert the photo **Elgin 1.jpg** – If necessary, resize and move the image
   2. **Title** the next slide Places to Eat
      1. Create a list of **three** or more favorite places to eat in Elgin
      2. Insert a photo from online to depict food/restaurants. Adjust the image, if necessary.

**Activity #3**

*Practice adjusting slide layouts and re-arranging slide order*

1. With the Things to Do slide selected, change the layout to **Two Content**.
2. In the new content box that appears, type three more fun things to do in Elgin
3. Adjust your image as necessary
4. With the Location slide selected, insert a new slide
5. Select the new slide and drag it in-between each of the slides in the Navigation Pane. Leave the slide below the Places to Eat Slide

**Activity #4**

*Practice duplicating and deleting slides*

1. With the Things to Do slide selected, right click to access the options menu
2. Click on **Duplicate** to create a copy of the selected slide
3. On the copy slide, change the **title** to Events
4. Change the text in the content boxes to reflect the following:
   1. Fox trot
   2. 4th of July
   3. Zombie Fest
   4. Elgin Symphony Orchestra
   5. Art & Soul
   6. Historic House Walk
5. Select the blank slide you previously inserted and right-click to access the options menu
6. Click on **Delete**

*Practice applying a theme*

1. With the Title slide selected, click on the **Design** tab
2. Click through the various themes and apply one of your choice (Note: The default theme is “Office”)
3. Depending on the theme selected, slides may need adjustment. Touch up your slides as necessary.

**Activity #6**

*Practice playing your PowerPoint presentation*

1. With the Title Slide selected, click on the **Slide Show** tab
2. Click the **From the Beginning** button
3. Click through your presentation until you reach the black, ending screen
4. Click once more to return to the PowerPoint editing window
5. Make any slide adjustments, if necessary then play it through one more time