

Exercise 1

- Open a New PowerPoint Presentation. Click on **File tab** and select **New**.
- Select **Blank Presentation**
- Return to the **File tab** and choose **Name As**
- Name your presentation so you can find it again
- Once it is saved then look on the top of the screen – you should see your presentation with the name you gave it
- On the first slide put in Poudre River Public Library District where it says **Click to add title**
- Click where it says **Click to add subtitle** and type *Created by “Your Name”*
- You are on the **Home tab**, now find where you add a **New Slide** (but not the little arrow, just the image of **New Slide**)
- Your second slide will now allow you to add another title – click and write *Harmony Library Hours*
- Still in the second slide, this or type this where you see **Click to add text:**
 - Monday - Thursday 10:00 a.m. - 9:00 p.m.
 - Friday 10:00 a.m. - 6:00 p.m.
 - Saturday 10:00 a.m. - 5:00 p.m.
 - Sunday 1:00 p.m. - 5:00 p.m.
- Switch to **Outline View** by clicking on the left sidebar
 - Insert a new slide as you did before (remember you are entering text into the left hand outline pane).
- Type *Library Services* for the title and press the **Enter** key
- Press the **Tab** key on your keyboard to get the first bullet and type
 - Programs for all ages
 - Computer Classes
 - Local History Archive
 - Research and Reference assistance
- Go to the left sidebar again and change to “Slides” instead of “Outline”

- Make sure you are still on the **Home tab** and then click on **New Slide** but this time choose the little arrow and find a “Title Slide”
- Type **“See you soon at the Library!”**
- Go to **File tab** and **Save As**
- Find the **Design tab** and click on it
- Find the **Themes “group”** and select a theme by clicking on it (can hover over it to get an idea of what it will look like)
- Change the colors in the design by staying in the **Themes “group”** and play with fonts and effects if you like
- Click on the **View tab** and look at your presentation from the options in the **Presentation Views “group”**
- Change the font type in the title area of the Master slide (found in the **Master Views “group”** and by clicking to edit that Master title style
- After changing this then close the Master View by looking up in the ribbon for the big red “X”
- View your presentation by clicking on the **View tab** again or look on the very bottom right for some image on how to view your slideshow (Normal, Slide Sorter, Reading View, or Slide Show)
- Remember that you can click on **Esc** on your keyboard to return to editing your presentation

Exercise 2 – Try to make a new presentation but use a **Template** instead of a **Blank Presentation** (start at the beginning of the steps in Exercise 1)

Exercise 3 – In any of your presentations, add some transitions and animation to your text through the **Transitions Tab** and/or the **Animations Tab**




**POUDRE RIVER
PUBLIC LIBRARY
DISTRICT**

Old Town ■ Council Tree ■ Harmony

A joint-use facility of
Front Range Community College
and Poudre River Public Library District

www.poudrelibraries.org
221.6740

Reasonable accommodations will be made for access to programs for
people with disabilities. Please call 221-6740 for assistance.



**FRONT RANGE
COMMUNITY COLLEGE**