

Exercise 1 – Add items to your Quick Access Toolbar (QAT)

1. On the ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar .
2. Right-click the command, and then click Add to **Quick Access Toolbar** on the shortcut menu. (We click on the command within that group so we see the pull down menu).
3. Still on the **Home tab**, add a **New Slide** to the QAT
4. Add two more items that you might use a lot (i.e. **Design Tab** and then **Themes**)

Exercise 2 – Make your own Tab

1. Look for the **Options** in **File Tab**
2. Click on **Customize Ribbon** in the frame that appears
3. Look at your PowerPoint Beyond Basic handout (p.2)

Exercise 3 – Make 3 groups in your tab with some of your favorite tools - look at your PowerPoint Beyond Basic handout (p.2)

1. Make an Edit group
2. Make a Drawing Group
3. Make an Animations Group



Exercise 4 – Create a new presentation (but start with the Exercise 1 from the Basic class)

1. Open a New PowerPoint Presentation. Click on **File tab** and select **New**.
2. Select **Blank Presentation or choose a template**
3. Return to the **File tab** and choose **Name As**
4. Name your presentation so you can find it again
5. Once it is saved then look on the top of the screen – you should see your presentation with the name you gave it
6. On the first slide put in Poudre River Public Library District where it says **Click to add title**
7. Click where it says **Click to add subtitle** and type **Created by “Your Name”**
8. 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**)
9. Your second slide will now allow you to add another title – click and add (**your choice**) of title
10. Still in the second slide, add what you like to where you see **Click to add text:**
11. Switch to **Outline View** by clicking on the left sidebar
 - a. Insert a new slide as you did before (remember you are entering text into the left hand outline pane).
12. Type (**your choice**) for the title and press the **Enter** key
13. Press the **Tab** key on your keyboard to add a list of things

14. Go to the left sidebar again and change to "Slides" instead of "Outline"
 - a. 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"
 - b. Type (*your choice*)
15. Go to **File tab** and **Save As**
16. Find the **Design tab** and click on it
17. 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)
18. Change the colors in the design by staying in the **Themes** "group" and play with fonts and effects if you like
19. Click on the **View tab** and look at your presentation from the options in the **Presentation Views** "group"
20. 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
21. After changing this then close the Master View by looking up in the ribbon for the big red "X"
22. 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)
23. Remember that you can click on **Esc** on your keyboard to return to editing your presentation

Extra credit:

Add a *hyperlink* (**Insert tab**), play with *timing* on some of the animations you have added to your text or pictures (**Animations tab**), reorder those animations (**Animations tab** and then **timing group**)

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