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 notthe 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 enteringtext 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"

- o 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"
  - o 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" andplay with fonts and effects if you like
- Click on the **View tab** and look at your presentation from the options inthe **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**