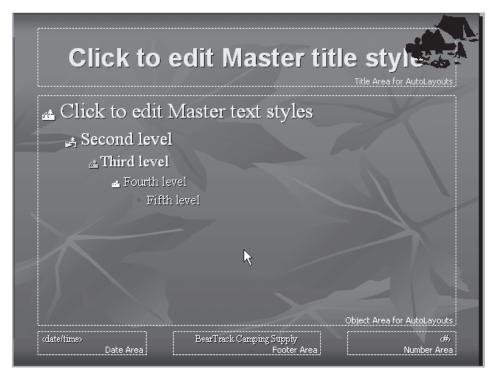# LESSON LABS

Due to classroom setup constraints, some labs cannot be keyed in sequence immediately following their associated lesson. Your instructor will tell you whether your labs can be practiced immediately following the lesson or whether they require separate setup from the main lesson content. Lesson-level lab setup information is listed in the front of this manual in the course setup section.

LESSON 1 LAB 1

Creating a Custom Design Template

Scenario:

You own a camping supply store. Business is good and you've decided to open a second store in another town about 100 miles away. You want to put together a slide presentation that will be used in both stores. You want to make sure the presentation is consistent for both stores so you create a custom design template. That way users in both stores can create consistent presenations. When you're finished, compare your master to Figure Figure 1-1.

Figure 1-1: *The completed My Practice Template.*

1. **Create a new presentation based on the Maple design template**.

2. On the title master, **enter the title *BearTracks Camping Supply* and change the background color of the title slide to a ligher shade of your choice**.

3. On the Slide Master, **insert a camping related clip art image of your choice and place the clip art image in the upper-right corner of the slide**. (Resize the clip art image if necessary.)

4. On the Slide Master, **modify the font and font size of the title object to font and size of your choice.** (Remember to consider the clip art image.)

5. **Create a footer for the slide master**.

6. **Modify the bullet style to one of your choice**.

7. **Save the presentation as a template as *My Practice Template* into the Student folder**.

8. **Close the presentation template**.

LESSON 2 LAB 1

Creating Presentations with Special Effects

Scenario:

The marketing team at BearTracks Camping Supply needs a logo for the company presentation template. They are running a contest to see who can come up with the best logo for the store. Create a slide that contains objects that you will animate to produce a contest winning logo for the store.

1. **Create a new presentation and select the Blank AutoLayout**.

2. Using PowerPoint's available clip art objects, **insert one or two objects of your choice into the slide**.

3. **Experiment with the rotate, flip, group, ungroup, and stacking order to produce the object of your choice**.

4. **Apply a custom animation to the objects so they enter and exit the slide in a particular fashion**.

5. **Change the order of the animation, if necessary, and change to slide show view to test your animation**.

6. **Save the presentation as *My Practice Effects* and close the presentation**.

LESSON 3 LAB 1

Delivering a Presentation

Scenario:

You've been working for BearTracks Camping Supply for several months now and you have created several presentations. Now you need to give your first presentation to an offsite group of new employees and want to make a good impression. Before you give your presentation you're going to practice using a few delivery techiques.

1. **Open Delivery Practice**.

2. **Send your slides to Word using a layout style of your choice. Save the slides as** *My Practice Word Slides* **and exit Word**.

3. In PowerPoint**, run the slide show and use the pointer and pen during the slide show**.

4. **Run the slide show and take meeting notes and assign action items during thes lide show**.

5. **Create speaker notes for the presentation and then, using the notes, rehearse the presentation to set slide timings to prepare to run the slide show automatically**.

6. Using the speaker notes you created in step 5, **record a narration for the slide show**.

7. **Use the Pack and Go wizard to prepare to take your presentation on the road**.

LESSON 4 LAB 1

Creating Presentations for the Web

Scenario:

Business at BearTracks Camping Supply has been going so well, you're ready to reach a larger audience via the web. Before you take such a big step, the marketing department asked you to prepare a presentation for the web to see if there is an audience large enough to support this new venture.

1. **Use the AutoContent Wizard to create a presentation of your choice to be used on the web**.

2. **Add hyperlinks where you would find appropriate**.

3. **Insert an Excel chart or a Word table where you find appropriate in your presentation**.

4. **Publish your presentation to the web**.

LESSON 5 LAB 1

Reviewing and Broadcasting Presentations

Scenario:

Since business at both stores has been steady, each store has created it's own marketing department. You've been assigned to work with the marketing department at the new store and will be collaborating on a new single presentation. You'll review each others work and then broadcast the presentation to the rest of the team.

1. In a new blank presentation, **insert slides from the outline Tracks Supplies.doc.**

2. **Apply the Maple design template and modify the presentation as needed**. (Hint: delete any blank slides and change the layout of the first slide to a title slide.)

3. On Slide 2, **act as the reviewer and insert your own reviewer changes. Save the presentation**.

4. **Use the steps necessary to setup and schedule a broadcast**.

5. If necessary, **save and close any open presentations or exit PowerPoint**.