

# Lab 1

<b>Activity Name</b>		<b>Demonstration Notes</b>
<b>Objective 1: Create a New Presentation</b>		
<b>6.01 Identifying Parts of the PowerPoint Window</b>		<ul style="list-style-type: none"> <li>Start PowerPoint. Point out the parts of the PowerPoint window, including the different panes.</li> </ul>
<b>6.02 Entering Presentation Text and Saving a Presentation</b>		<ul style="list-style-type: none"> <li>Click in the title placeholder and type Lolo Uila Repairs Right-click Uila and click Ignore All so it is not flagged as a spelling error. Note: UILA will not be ignored if Ignore words in UPPERCASE is a selected option.</li> <li>In the subtitle placeholder type Loke Johnson Press Enter and type Proprietor Right-click Loke and click Ignore All.</li> <li>Display Backstage view and click Save As. Create a new folder named Chapter 11 All In One and name the file Lastname_Firstname_11A_LUR_Presentation</li> </ul>
<b>6.03 Applying a Presentation Theme</b>		<ul style="list-style-type: none"> <li>On the Design tab, in the Themes group, click More. Point to several of the themes to show that a ScreenTip displays the theme's name and a Live Preview appears in the Slide pane. In the second row, click the Grid theme to change the presentation theme.</li> </ul>
<b>Objective 2: Edit a Presentation in Normal View</b>		
<b>6.04 Inserting a New Slide</b>		<ul style="list-style-type: none"> <li>On the Home tab, click the New Slide button arrow to display the Slide Layout</li> </ul>

	<p>gallery. Click the Two Content layout. Explain that the new blank slide displays in the Slide pane and in the Slides/Outline pane.</p> <ul style="list-style-type: none"> <li>• In the Slide pane, click the text <i>Click to add title</i>, and then type What Kind of Lolo Uila do you have?</li> <li>• Click in the content placeholder on the left side of the slide. Type Intel Based and then press Enter. Type Do you play games?</li> </ul>
<p><b>6.05</b>    <b>Increasing and Decreasing List Levels</b></p>	<ul style="list-style-type: none"> <li>• On Slide 2, insert another bullet point at the bottom of the left content placeholder. Type AMD Based and then press Enter. Press Tab, and point out that the bullet is indented. Type Is this working for you? Press Enter and point out that a new bullet point displays at the same level as the previous one.</li> <li>• On the Home tab, click the Decrease List Level button. Type MAC Press Enter, and then press Tab to increase the list level. Type Do you create graphics?</li> <li>• Click anywhere in the second bullet point. On the Home tab, click the Increase List Level button.</li> </ul>
<p><b>6.06</b>    <b>Adding Speaker's Notes to a Presentation</b></p>	<ul style="list-style-type: none"> <li>• Click the New Slide button arrow and then click Section Header. Click in the title placeholder, and type About This Company</li> <li>• Click in the content placeholder beside the title and type This company is the best for upgrades and repairs.</li> <li>• Below the slide, click in the Notes pane.</li> </ul>

	<p>Type We work with all computer architectures and operating systems.</p>
<p><b>6.07</b>    <b>Displaying and Editing Slides in the Slide Pane</b></p>	<ul style="list-style-type: none"> <li>• Point out the three slides visible in the Slides/Outline pane. At the right side of the PowerPoint window, in the vertical scroll bar, point to the scroll box and then hold down the left mouse button to display a ScreenTip indicating the slide number and title. Drag the scroll box up until the ScreenTip displays Slide: 2 of 3 <i>What Kind of Lolo Uila do you have?</i> Release the mouse button to display Slide 2.</li> <li>• In the second bullet point, before Games, type video Press Enter after the word Video to add another bullet at the same level and type word-processing or spreadsheets?</li> <li>• Click Slide 1 in the Slides/Outline pane, and then at the end of the slide title type and Upgrades</li> </ul>
<p><b>Objective 3: Add Pictures to a Presentation</b></p>	
<p><b>6.08</b>    <b>Inserting a Picture from a File</b></p>	<ul style="list-style-type: none"> <li>• Display Slide 2. Display the Slide Layout gallery. Click Picture with Caption to insert a new Slide 3. In the picture placeholder, insert goaio_1e_11A_script_data1. To the right of the picture, click in the title placeholder, and then type Making It Easier for You to Work!</li> <li>• Below the title, click in the caption placeholder and then type We will have your computer up and running in virtually no time so you can get back to work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Display Slide 2. In the placeholder on the right side of the slide, insert goaio_1e_11A_script_data2.</li> </ul>
<b>6.09 Applying a Style to a Picture</b>	<ul style="list-style-type: none"> <li>• Select the picture on Slide 2. Point out that above the Ribbon the Picture Tools are now available.</li> <li>• In the Picture Styles group, click the More button. Point to several of the picture styles to display the ScreenTips and have Live Preview display the effect. Then, in the third row, click Bevel Rectangle.</li> </ul>
<b>6.10 Applying and Removing Picture Artistic Effects</b>	<ul style="list-style-type: none"> <li>• Select the picture on Slide 2 and click the Format tab. In the Adjust group, click Artistic Effects. Click the Light Screen effect in the third row.</li> <li>• Display the Artistic Effects gallery again. In the first row, click the first effect—None—to remove the effect from the picture and restore the previous formatting.</li> </ul>
<b>Objective 4: Print and View a Presentation</b>	
<b>6.11 Viewing a Slide Show</b>	<ul style="list-style-type: none"> <li>• On the Slide Show tab, click the From Beginning button. Show how you can click the left mouse button or press Spacebar to advance to the next slide. End the slide show.</li> </ul>
<b>6.12 Inserting Headers and Footers</b>	<ul style="list-style-type: none"> <li>• Click the Insert tab, and then click the Header &amp; Footer button to display the Header and Footer dialog box. Click the Notes and Handouts tab. Under Include on page, select the Date and time check</li> </ul>

	<p>box. Point out the Preview box in the lower right corner of the dialog box.</p> <ul style="list-style-type: none"> <li>• If necessary, click the Update automatically option button so that the current date prints on the notes and handouts each time the presentation is printed. Also, if necessary, clear the Header check box to omit this element.</li> <li>• Select the Page number and Footer check boxes, and point out that the insertion point displays in the Footer box. Using your own name, type        Lastname_Firstname_11A_        LUR_Presentation Click Apply to All.</li> </ul>
<p><b>6.13</b>    <b>Printing a Presentation</b></p>	<ul style="list-style-type: none"> <li>• Display Slide 1. Display Backstage view, and then click the Print tab. In the Settings group, click Full Page Slides.</li> <li>• In the gallery, under Handouts, click 4 Slides Horizontal. Point out that the slide handout displays in the right side of the Backstage view window and the current date, file name, and page number display in the header and footer. Click 4 Slides Horizontal, and then under Print Layout, click Notes Pages. Click the Next Page button until Page 4 displays.</li> <li>• On the File tab, click Info, and then in the third panel, click Properties. Click Show Document Panel. In the Author box, type your first and last names. Point out that the title box contains the Slide 1 slide title. In the Subject box, type your course name. In the Keywords box type computer, repairs Close the Document Information Panel.</li> </ul>