

# Microsoft PowerPoint 2013 Chapter 1 – Lab Test A

## Building a Presentation

**Purpose:** To demonstrate the ability to design a presentation, apply a theme and a variant, insert an illustration, and save a presentation.

**Problem:** You have been asked to create a presentation for an upcoming conference. You will be speaking about what makes a successful website. You will be using the notes found in Figure PP1A – 1 to create your presentation. Your slides will be similar to those found in Figure PP1A – 2. (**Note:** Requested illustrations from Office.com may be replaced with substitutes.)

**Instructions:** Perform the following tasks.

1. Create a new presentation using the Organic theme.
2. Apply the variant with the dark brown border (as shown in Figure PP1A – 2).
3. Using the typed notes illustrated in Figure PP1A – 1, create the title slide shown in Figure PP1A – 2a. Italicize the title, and increase the font size to 48 point. Change the font size of the subtitle text to 36 point. Change the font color of the title text to Dark Red (first color in the Standard Colors row) and of the subtitle text to Dark Blue (ninth color in the Standard Colors row).
4. Using the typed notes in Figure PP1A – 1, create the four text slides with bulleted lists shown in Figures PP1A – 2b through PP1A – 2e. Change the color of the title text on all slides to Dark Red.
5. Add the illustrations shown in Figures PP1A – 2b through PP1A – 2e from Office.com. Adjust the illustration sizes when necessary. If you are unable to find an illustration that exactly matches the illustrations shown in the figures, choose different illustrations that closely resemble those shown.
6. Apply the Ripple transition in the Exciting category to all slides. Change the duration to 1.25 seconds.
7. Duplicate Slide 1 and place the slide at the end of the slideshow. Delete the text Savon Consulting. Also delete the placeholder.
- ~~8. Drag the scroll box to display Slide 1. Click the Slide Show button to start Slide Show view. Then click to display each slide. Change the document properties, as specified by your instructor. Save the presentation using the file name: YOURNAME Lab Test A.~~
- ~~9. Submit to blackboard.~~

## **Successful Websites**

Savon Consulting

## **Worst-Case**

Unusable links

Irrelevant content

Out of date information

No longer pertinent

Horrible graphics

## **Best-Case**

Easy navigation

Every link works

Links make sense

Current information

Superb graphic design

## **When Designing**

Think of target audience

Choose relevant material

Use good links

Test site thoroughly

## **What Audiences Want**

Quick access to needed information

Fun and enjoyable entertainment

Ease of use

**Figure PP1A – 1**



Figure PP1A – 2a

## Worst-Case

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- Unusable links
- Irrelevant content
  - Out of date information
  - No longer pertinent
- Horrible graphics

Figure PP1A – 2b

## Best-Case

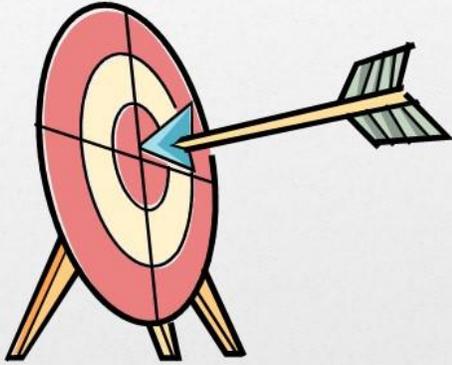
- Easy navigation
- Every link works
  - Links make sense
  - Current information
- Superb graphic design



Figure PP1A – 2c

## When Designing

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- Think of target audience
- Choose relevant material
- Use good links
- Test site thoroughly

Figure PP1A – 2d

## What Audiences Want

- Quick access to needed information
- Fun and enjoyable entertainment
- Ease of use



Figure PP1A – 2e