Laboratory Exercise : Microsoft Powerpoint

For this lab you will do three online tutorials supplied by Microsoft to learn how to create a presentation, , and using Microsoft Powerpoint.

To find these tutorials, go to the http://office.microsoft.com/en-us/training/CR061832731033.aspx web page. As always, if you have questions, please come and see the instructor or a TA, or send us email. We will try to help you!

Create Your First Presentation

To do this tutorial, go to the first tutorial in the list (it has the same title as this section, with "Audio course:" in front) and click on it.

This tutorial has three practice sessions. In each, you will apply what you learned to a small Powerpoint file. As you finish each practice, save the file. Use the following names (they are the defaults, but check just in case):

First practice session   Slides, text, and notes
Second practice session   Design and layout
Third practice session   Proof, print, prep for the show

Please do not submit the "PresentationCD" folder that you create as part of the third practice session.

The actual file names will have ".ppt" on the end. You don't have to type it; Powerpoint adds it automatically. Don't worry if you can't see it.

Create Your Own Template

To do this tutorial, go to the sixth tutorial in the list (it has the same title as this section) and click on it.

This tutorial has two practice sessions. In each, you will apply what you learned to a small Powerpoint file. As you finish each practice, save the file. Use the following names (they are the defaults, but check just in case):

First practice session   Of templates and their masters
Second practice session   Color scheme, background, and logo

As before, the actual file names will have ".ppt" on the end. You don't have to type it; Powerpoint adds it automatically. Don't worry if you can't see it.

Animations I: Preset and Custom Animations

To do this tutorial, go to the seventh tutorial in the list (it has the same title as this section) and click on it.

This tutorial has three practice sessions. In each, you will apply what you learned to a small Powerpoint file. As you finish each practice, save the file. Use the following names (they are the defaults, but check just in case):

First practice session   Preset animation schemes
Second practice session   Custom animation
Third practice session   Custom effects for text and pictures

As before, the actual file names will have ".ppt" on the end. You don't have to type it; Powerpoint adds it automatically. Don't worry if you can't see it.

What to Turn In

You should store all 8 files in your MySpace. To turn the files in to the graders, go to MyUCDavis, and submit them to ECS 15; go to Assignments and then the Drop Off for Lab 4.

After submitting all eight files, you are done. Don't forget to use the Start button to logout from the lab computers!