

**Guided Computer Tutorials**

# **Presentation Exercises**

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# Presentation Exercises

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# Presentation Exercises

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## Introduction

Presentation Exercises provides teachers with a series of graduated presentation activities. These can be given to students directly or used by teachers in the development of their own course materials.

A presentation for the mythical Wattle Valley Animal Park is progressively built throughout the Exercises.

The purpose of the exercises is to give teachers ideas of the types of presentation activities that can be given students. Teachers can then teach Presentation software in their preferred way.

Individual exercises in Microsoft Word format are provided so that the exercises can be easily modified when necessary.

The exercises do not provide detailed instructions on how to create the presentations, but they do provide brief instructions on the Presentation features that could be used. If more detailed instructions are required, then the Learning Microsoft PowerPoint Modules would be a better product to use.

## *The Presentations Support Files*

The PRESENTATIONS SUPPORT FILES contains prepared graphics, movie files, sound files and presentations used in the exercises. Its inclusion saves the user from the exacting task of searching for the graphics or entering the text that form the basis of many of the exercises.

There is a Windows version and Macintosh version of the Presentations Support Files.

Permission is granted to institutions to load these support files onto the institution's network or computer hard drives for use by students.

## **Presentations Exercise 1: Title Slides**

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The Wattle Valley Animal Park is a make believe zoo that exhibits animals in their natural habitat. They need a presentation created about the zoo. For this first exercise an introduction slide is needed.

Create an Introduction slide that displays the following text.



Save the presentation under an appropriate file name and preview it.

## **Presentations Exercise 2: Title and Content Slides**

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Add a Title and Content slide for the Wattle Valley Animal Park presentation that you started in the previous exercise.

Enter the TITLE in the top placeholder and the CONTENT in the lower placeholder, then format the text in an appropriate way using the following diagram as a guide.



***Wattle Valley AP Provides***

- **Jungle Safaris**
- **Wild River Rides**
- **Baby Animal Nursery Tours**
- **A Reptile Ranch**
- **Birds, Birds and More Birds**
- **Vet Demonstrations**

Preview the presentation to check it.

## Presentations Exercise 3: Inserting Images into Placeholders

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Content can be inserted into placeholders that are provided in the slide layouts.

- 1 Insert a Two Content slide layout to your Wattle Valley Animal Park presentation after slide 2.
- 2 Enter the TITLE in the top placeholder and text into the right CONTENT placeholder, then format the text in an appropriate way, using the diagram below as a guide.

A diagram of a presentation slide layout. The slide has a dark blue background. At the top, the title "Jungle Safaris" is written in a bold, yellow, italicized font. Below the title, on the left side, is a rectangular placeholder containing a photograph of a tiger in a grassy field. On the right side, there is a bulleted list of three items, each preceded by a white dot. The text in the list is white and bold. The overall layout is clean and professional, demonstrating how to insert content into placeholders.

***Jungle Safaris***



- Our Tour Guides take you on a 3 hour trek through our real life jungle.
- You will see wild animals up close in their natural environment.
- It's just like visiting the jungles of Africa and India.

- 3 Insert an image into the left CONTENT placeholder. The TIGER image is in the EXERCISE 3 folder of the PRESENTATIONS SUPPORT FILES.
- 4 Resize the image so that it the same height as the bulleted text in the right placeholder.
- 5 Preview the presentation to check it.

## **Presentations Exercise 4: Inserting Images and Shapes**

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Images and shapes can be inserted directly into slides.

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**Diagram  
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## **Presentations Exercise 5: Duplicating Placeholders**

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Placeholders can be duplicated and the content changed in the new placeholder if you want the size of content to be similar. However, new content can also be inserted then the new content resized.



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**Instructions  
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## **Presentations Exercise 6: Applying Slide Transitions**

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Transitions allow you to phase the change from one slide to the next using a selected animation.

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## **Presentations Exercise 7: Animation Effects**

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You can enhance the appearance of slides though the use of animation effects.

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## **Presentations Exercise 8: Inserting Movie Clips**

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Movie clips can be included in slides and set to play when the slide is viewed or when the mouse is clicked on the clip.



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**Instructions  
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## **Presentations Exercise 9: Adding Diagrams to Slides**

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A variety of diagrams can be included in slides. These include organisation charts, flow charts, process diagrams and relationship diagrams.

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**Diagram  
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## **Presentations Exercise 10: Formatting and Aligning Content**

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When multiple items are required in a slide, it is important to ensure that those items are formatted in a similar fashion and aligned neatly.



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**Instructions  
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## **Presentations Exercise 11: Inserting Tables**

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Tables allow you to place text in rows and columns. They are an excellent way to display detailed information neatly.



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**Instructions  
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## **Presentations Exercise 12: Inserting Charts**

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Another way to display information in slides is through the use of a chart (or graph).



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**Diagram  
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## **Presentations Exercise 13: Text Formatting**

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Presentation software usually provides similar text formatting tools to those found in word processing programs. These include adding sub-points, changing bullet styles, adjusting line spacing and spell checking tools.



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**Instructions  
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**Diagram  
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## **Presentations Exercise 14: Action Buttons**

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Buttons can be created to carry out a variety of commands. You can set a Shape, a Clip Art graphic or text to be an Action Button.



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## **Presentations Exercise 16: Speaker and Handout Notes**

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Speaker Notes and Handout Notes are valuable tools for delivering presentations.

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## **Presentations Exercise 17: Slide Masters**

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Slide Masters help to ensure consistency throughout your presentation. Also, changes can be made once and those changes can be applied to multiple slides in the presentation. For example, if you wish to include a company logo on each slide, the graphic can be inserted in the SLIDE MASTER and it will then be displayed on all the slides.

**Instructions  
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**Diagram  
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## **Presentations Exercise 18: Audio and Video Files**

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A music sound track can be added to presentations and presentations can be exported to a video file that can be placed on the Internet.

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## **Presentations Exercise 19: Morph or Magic Move Transitions**

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Morph or Magic Move transitions allow you to animate slide elements between slides and create more complex animations. The downside is that you usually have many more slides in your presentation.

# Instructions Removed

**1**

**Diagram  
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**2**

**Diagram  
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**3**

**Diagram  
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**4**

**Diagram  
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