

Advanced PowerPoint (*Bonus*)

Hands On Practice

Activity 1 – Design Template

1. Use the Office button's New option to select the Introducing PowerPoint 2007 installed template.
2. Save the presentation using your last name as the filename.
3. Delete the slides 4 thru 18--the end. There should be 3 slides remaining.
4. Apply a Theme of your choice. It must have a light background with dark text.
5. Edit slide 1:
 - Replace "PowerPoint 2007" with **MCC**
 - Replace "new features" with **our college**
6. Edit slide 2:
 - Replace "PowerPoint 2007" with **Muskegon Community College**
 - Replace the text on the left with **These are some of the classes you can take.**
 - Replace the labels in the boxes on the right with four different MCC classes. One of which has to be CIS 110
7. Edit slide 3: replace current text with **Created by Your Name**
8. Add the date, your name and the slide number to all of the footers except the title slide (page 1).

Activity 2 – Slide Transitions and Custom Animation

1. Transition from slide 1 to 2: Dissolve – slow speed
2. Transition from slide 2 to 3: your choice
3. Custom animation for slide 1:
 - Introducing MCC – Fly In from right
 - Tour of our college – Spiral In
4. Custom animation for slide 2 using More Effects option
 - Muskegon Community College – Faded Swivel
 - Text on left – Crawl In
 - Boxes on right – Boomerang
5. Custom animation for slide 3: your choice
6. Print handouts with 3 slides to a page to turn in for bonus points.
7. Capture Slide Sorter screen with all 3 slides and print it out for bonus points.