## Challenge Exercise

Getting To Know PowerPoint

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| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Getting To Know PowerPoint… |  |
|  | If Microsoft PowerPoint has already started, exit from it and then start it again with a new, blank presentation on the screen | ⬜ |
|  | Display the ***Animations*** tab on the ribbon and, in the space provided on the next page, write down the command ***Groups*** that appear on the tab | ⬜ |
|  | Type the title **My Presentation** then display the ***Home*** tab on the ribbon and open the ***Font*** dialog box. In the space provided on the next page list all of the controls on the ***Font*** tab of the dialog box that have a drop arrow | ⬜ |
|  | Close the ***Font*** dialog box without changing any settings | ⬜ |
|  | Display the shortcut menu for the slide in general (i.e. not for the title or subtitle). In the space provided on the next page list the six commands that appear on the shortcut menu | ⬜ |
|  | Using keytips, display the ***Design*** tab on the ribbon. In the space provided on the next page, write down the keytips for the commands that are listed | ⬜ |
|  | Access the ***Share*** options in ***Backstage view*** then in the space provided on the next page, write down the options listed under ***Share*** | ⬜ |
|  | Make a photocopy of the next page with your completed answers | ⬜ |

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| **Files required for exercise:** | None |
| **Files/work created by student:** | A photocopy of the next page with completed answers |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Workspace

Getting To Know PowerPoint

The following ***Groups*** appear on the ***Animations*** tab:

The following controls on the ***Font*** tab of the ***Font*** dialog box have drop arrows:

The following commands appear on the shortcut menu for the slide:

The following commands and keytips are found on the ***Design*** tab:

***Themes*** has the keytip:

***Variants*** has the keytip:

***Slide Size*** has the keytip:

***Format Background*** has the keytip:

The following options are listed under ***Share*** in ***Backstage view***:

**2**

**3**

**5**

**6**

**7**