## Challenge Exercise

Working With Presentations

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| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Working With Presentations… |  |
|  | *Complete the following steps and answer the questions on the following page…* |  |
|  | Use the keyboard shortcut to open the ***Backstage*** then open the presentation ***PE\_Presentations\_1.pptx*** (it can be found in the same folder as the student files) | ⬜ |
|  | Switch to ***Slide Show*** view and then display the ***Reading*** view. Return the presentation to ***Normal*** view | ⬜ |
|  | Use the keyboard to navigate to slide ***6*** then use the scroll bar to return to slide ***1***. Use the thumbnails in ***Normal*** view to display slide ***7***, then use the keyboard to move directly back to the first slide | ⬜ |
|  | Change the zoom for the active slide to ***15%*** and then make the slide fit in the window. Adjust the zoom for the slide thumbnails in ***Normal*** view to ***75%*** | ⬜ |
|  | Use the keyboard shortcut to display the ***Open*** dialog box. Simultaneously open the presentations ***PE\_Presentations\_2.pptx*** and ***PE\_Presentations\_3.pptx*** (these can be found in the same folder as the student files) | ⬜ |
|  | Use the ribbon to switch to the presentation ***PE\_Presentations\_1.pptx*** then use the taskbar to switch to ***PE\_Presentations\_2.pptx*** | ⬜ |
|  | Close all open presentations, then use the ***Recent Presentations*** list to open ***PE\_Presentations\_3.pptx*** | ⬜ |
|  | Close the presentation | ⬜ |

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| **Files required for exercise:** | *PE\_Presentations\_1.pptx, PE\_Presentations\_2.pptx, PE\_Presentations\_3.pptx* |
| **Files/work created by student:** | A photocopy of your answers |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Workspace

Working With Presentations

The keyboard shortcut to open ***Backstage*** view is:

Which key did you use to navigate to slide 6?

Which keyboard shortcut did you use to move directly back to slide 1?

On which tab did you find the ***Zoom*** option?

How did you ensure that you changed the zoom for the slide thumbnails and not the active slide?

What is the keyboard shortcut to display the ***Open*** dialog box?

Which key did you use to select more than one file in the ***Open*** dialog box?

Which option on the ribbon did you use to switch presentations?

Where do you find the ***Recent Presentations*** list?

**1**

**3**

**5**

**6**

**4**

**7**