

PowerPoint Revision Exercise

You will create a PowerPoint presentation promoting Bristol Zoo which will involve creating/editing 6 slides. Open the PowerPoint file: PowerPoint XP Introduction Exercise 1 (this needs to be downloaded along with the following images: Elephant – Giraffe1 – Gorilla – Lion1 – Sealion – Rhinot.

SLIDE 1

For slide 1, insert the Elephant picture. Save the file as a different name calling it Bristol Zoo.

SLIDE 2

For slide 2, you want 2 levels of bullets. Have 2 different types of bullets for both levels of your choice replacing the default ones changing their size and colour as desired. Type in the following text:

- ❖ BRISTOL ZOO
 - Bristol Zoo is the 4th largest in the country.
- ❖ ANIMALS
 - There are an enormous range of exotic and rare animals.
- ❖ FOR CHILDREN
 - Educational, informative, interactive and fun!
- ❖ NEW AQUARIUM
 - Walk under transparent ceiling and see sharks swim above you!

SLIDE 3

For slide 3, duplicate one of the shapes 3 times and type 'AMPLE FREE PARKING', 'PLAY AREA FOR KIDS', 'SEE ANIMALS BEING FED & WASHED'. If any of the text doesn't fit inside a shape, then format the shape so the text is accommodated. Have at least 3 different colours for the shapes. Update the changes.

SLIDE 4

For slide 4, insert Bristol Zoo as Word Art text. Format the Word Art as desired.

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SLIDE 5

Choose the TITLE AND CHART slide. For the main heading type 'BRISTOL ZOO IS VITAL SO ENDANGERED ANIMALS DON'T BECOME EXTINCT'. Create a graph with the following information:

| | | | | |
|------|------------|----------|---------|-------|
| Lion | Polar Bear | Elephant | Cheetah | Whale |
| 40% | 85% | 69% | 51% | 72% |

Change the graph to a 3D pie chart and change the colour of each segment (ensure colours are not too dark), then insert Data Labels and choose the Percentage option. Drag the segment representing Polar Bears out a little and drag each label onto its relevant segment. Then reposition the Legend so it's along the bottom of the pie chart.

Use the Text Tool button to create a text box and format it so it has a lined border and use the Line button to put a line pointing to the Polar Bear segment and put an arrow head at the end. Insert the text 'Polar Bears are the most endangered animals'. For the main title type Most Endangered Animals. Save changes.

SLIDE 6

For slide 6, have a Title Slide and for the main heading type 'BRISTOL ZOO'. Ensure this heading is placed at the top of the slide. For the sub heading type 'CARING FOR ENDANGERED ANIMALS' and place this at the bottom of the slide. Insert the following pictures: Girffe1 - Gorilla - Lion1 - Sealion - Rhinot. If any of the pictures are in front of text, then send the picture to the back so the text can be seen more clearly. Save changes.

SLIDE SHOW

Now change the background to all your slides or just 1 or 2 of them. You can either choose one of the pre-defined templates that come with or design your own background via FORMAT - BACKGROUND. (Note that if you choose a pre-defined template it will alter some of your formatting, so you may have to make some changes after applying the template!)

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Go into Slide Sorter View and hide slide 4. Select slide 1 and go into Slide Show and view slides on screen. The 4th slide should be missed. Rid the Hide Slide icon from slide 4 so it will show next time when you run the presentation.

With slide 4 still selected; choose a Slide Transition effect to dictate how slide 4 will come into view. Select slide 1 and go into Slide View and set animation for both text boxes and the picture.

Go to slide 2 and for the bullet text box animate each paragraph so they come into view separately. For slide 3, set animation for each of the shapes that contain text. For slide 4 animate the Word Art text.

For slide 6 animate both text boxes and all pictures. Remember you can swap the order of animation if you wish.

Move slide 4 that has the Word Art: Bristol Zoo so it is now slide 1.

Now view all slides in Slide Show. If there is anything you don't like then correct it. The final stage is to time your slides. Go into Slide Sorter View and make sure the 1st slide is selected and click the Rehearse Timings button. Remember you will have to click the mouse for each animated effect and take its timing into consideration. Save changes.

If you're happy with your timings you can now set your presentation so the slides come into view automatically. To do this make sure you're in Slide Show from slide 1 and sit back and admire your slide show! Update changes.