

**Microsoft PowerPoint: Practice Exercise (Optional)**

To help you learn more about the many functions of Microsoft PowerPoint, recreate the exercise key provided, which is a PowerPoint presentation about Microsoft Office.

Include the same content, slide layouts, fonts, animations, transitions, clip art, picture effects, charts, etc. Try to match yours exactly to the exercise key.

Save your completed PowerPoint file as your last name in all lowercase letters.

(For example, Janet Learner would save her file as “learner.pptx”)

Then, carefully compare your presentation to the exercise key. Be sure to actually play both presentations, using the Slide Show tab, to see all of the effects in action. This will allow you to truly compare how they play.

**Note:** All images are pulled from the Microsoft Clip Art Gallery. Be sure to check the box for “Include Office.com content” when searching for the clip art used in the exercise key presentation.

If anything in your presentation is not the same as the exercise key, try to find where your error(s) were made and attempt to correct them. Review the assigned readings and tutorials. If you are still not able to determine how to do any part of the assignment, you may submit your completed Microsoft PowerPoint file as an attachment to the appropriate spot **by the exercise due date** (see Course Schedule). Be sure to include your specific questions in the Assignment’s message area. If you are successful in creating a presentation identical to the exercise key, then you’re doing fine and do not need to submit the optional exercise.

After you succeed in creating a presentation identical to the exercise key, take some time to experiment with different designs, backgrounds, animations, transitions, and clip art. This will help you become more familiar with the wide variety of options available to you in Microsoft PowerPoint. **Be sure to work through the Microsoft PowerPoint: Best Practices** mini-lecture in this Learning Unit for tips on how to best use these many features and what to avoid, so that your presentations look professional. You will be expected to be able to apply these tips when you complete the graded assignment.