

DEVELOP YOUR SKILLS

Resource Metadata

Level	Undergraduate
Duration	3 practicals (approx. 1.5-2 hours each)
Software Required	Microsoft PowerPoint

Learning Outcome

Upon completing this unit, learners will be able to create PowerPoint presentations with multiple slides and **images, implement action buttons and hyperlinks** for navigation, and apply various animation and transition effects. They will also gain skills in **rehearsing and fine-tuning slide timings**, setting presentations to **loop**, and saving their work.

Practice 2 – ACTION BUTTONS

1. Create a new presentation based on the following information:

Slide 1:

1. Université des Mascareignes

- Add a picture

Slide 2: BSC in BA with options in:

- Banking and Financial Services
- HRM
- Marketing

Slide 3: Modules in Banking and Financial Services

- Economics
- Financial Markets
- Treasury

Slide 4: Modules in HRM

- CAB
- Culture Général
- PPP

Slide 5: Modules in Marketing

- Principles of Marketing
- TQM
- E-Business

2. Click **Insert/Shapes/Action buttons** and add some action buttons to move across your presentation.
3. Format your presentation
4. Save it as Action Buttons_YourName

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Practice 3 – Hyperlink

1. Make a copy of the above presentation.
2. Use the hyperlink concept to link the related information on slide 2 to their respective parts.
3. Run your presentation.
4. Save it as Hyperlink.

Practice 4 – Animations and Transitions

1. Make a copy of the above presentation (Practice 2).
2. Apply different animations and transition effects to your presentation.
3. Use the **Rehearse timings** command to record the timings automatically as you rehearse.
4. Run your presentation and fine-tune it to get the perfect timing for each slide.
5. Apply **loop continuously until Esc** from the setup group.
6. Save it as Hyperlink and Loop.