

DEVELOP YOUR SKILLS

Resource Metadata

Level	Undergraduate
Duration	1 practical (approx. 1.5 hours)
Software Required	Microsoft PowerPoint

Learning Outcome

Upon completing this unit, learners will be able to create new PowerPoint presentations, **add and format** text including personal information, **apply various animation and transition effects, utilize design themes and variants, and manage slide order**. They will also learn to save their presentations.

Practice 1 – CREATION OF A NEW PRESENTATION

1. Create a new presentation based on the **Title Slide** Autolayout.
2. Add the following information in your slide:
 - a. Your name
 - b. Your class group
 - c. The date and time.

Info: insert a text box to add the date & time
3. Apply from the Add Animation options/More Entrance Effects
 - a. A Box effect to your name.
 - b. A Peek In effect to your class group.
 - c. A Random Bars effect to the date and time.
4. Click Design and in the
 - a. Themes group, apply any design template to your slide.
 - b. Variants group, apply any variant to customise the look of the current design
5. Insert a new slide based on the **Blank** Autolayout
6. Use text boxes to enter the following information
 - a. CAB at the Université des Mascareignes
 - b. BSC in HRM PT
7. Animate the info in the two text boxes by choosing your own effects.
8. Apply another design template and variant to this slide.
9. Format the slide by applying different colours to your text.
10. Click **Transition** and add a **Checkerboard** transition effect with the **from top** option.
11. Move to the first slide and apply a **Honeycomb** transition effect. Drag to move and place Slide2 before Slide1
12. Save your presentation as PPointPractice1_Yourname.