

Create

PowerPoint 2013 Exercises

Slides Exercise!

1. Create a new **PowerPoint presentation**, or open our **practice presentation**.
2. Insert a **new slide** with the **Title and Content** layout.
3. Try adding some **text** to the title placeholder.
4. Change the **layout** of a slide. If you are using the example, change the layout of slide 3 to **Section Header**.
5. **Copy and paste** a slide, then **move** it to a new location.
6. Apply a **theme** to your presentation. If you're using the example, apply the **Integral** theme.
7. Insert a **blank** slide, then insert a **text box** on the slide.
8. Change the slide size from **Widescreen** to **Standard**.

Text Exercise!

1. Open an **existing PowerPoint presentation**. If you want, you can use our **practice presentation**.
2. **Select** some text, and try the **Copy**, **Cut**, and **Paste** commands.
3. Try applying different **formatting** to the text.
4. Experiment with **horizontal** and **vertical alignment**.
5. Try using the **Find** and **Replace** commands. If you are using the example, change the word **Likes** to **Enjoys**.

Themes Exercise!

1. Open an **existing PowerPoint presentation**. If you want, you can use our **practice presentation**.
2. Try applying several different **themes**. If you are using the example, try the **Organic** theme.
3. Try selecting a theme **variant**.

Transitions Exercise!

1. Open an **existing PowerPoint presentation**. If you want, you can use our **practice presentation**.
2. Select a slide, and apply a **transition**.
3. Change the transition **duration**.
4. Add a **sound** effect to the transition.
5. Apply a **dynamic** slide transition. If you are using the example, apply a dynamic transition to slide 5.

Managing Slides Exercise!

1. Open an **existing PowerPoint presentation**. If you want, you can use our **practice presentation**.
2. Try switching between various **slide views**.
3. View an **outline** of your presentation.
4. Try adding speaker notes to your presentation using the **Notes pane** and the **Notes Page view**.
5. Divide your presentation into at least two **sections**, then try **collapsing** and **expanding** them. If you are using the example, create one section for **Dogs** and another for **Cats and Other Pets**.

Presenting your Slideshow Exercise!

1. Open an **existing PowerPoint presentation**. If you want, you can use our **practice presentation**.
2. Practice **playing** a slide show and navigating through the slides.
3. Change your mouse pointer to a **pen** or **highlighter**, and try marking a slide. If you are using the example, add markings to the chart on slide 8.
4. Try using **Presenter view**.
5. Open the **Set Up Show** dialog box, and try modifying the options.

Animating Text and Objects Exercise!

1. Open an **existing PowerPoint presentation**.
2. Add an **entrance effect** to an object. If you are using the example, use one of the objects on slide 3.
3. Use the **Animation Painter** to copy the effect to another object.
4. Use the **Animation Pane** to reorder the effects.
5. Experiment with different **start options** and **timings**.
6. Add **two additional effects** to one of the objects.
7. Several animation effects have been applied to the objects on slide 3. Use the Animation Pane to explore and experiment with the effects.

PowerPoint Final Test

1. Create a **new PowerPoint presentation** on a topic of your choice.
2. Insert a **new slide** with the **Title and Content** layout. Try adding some **text** to the title placeholder.
3. Insert a **blank** slide, then insert a **text box** on the slide.
4. Insert new slide this time add a picture and also text.
5. Insert new slide this time add a video and also text.
6. Try applying different **formatting** to the text of all your slides.
7. Choose a theme for you slides and apply to all.
8. Add a transition to your slides and also add sound effects.
9. Finally start and play your PowerPoint Presentation.