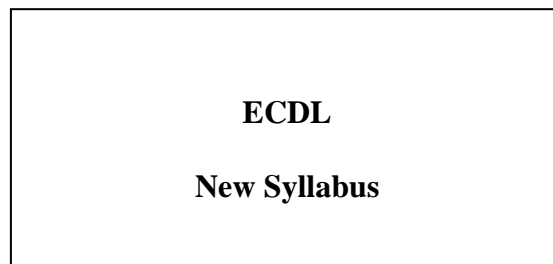


Exercise 1 – Getting Started

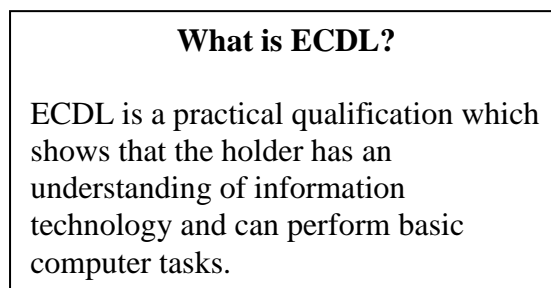
Go to www.worksheetdepot.com to watch the video on **Creating a presentation**.

Once you have watched the video you should be able to complete the following task.

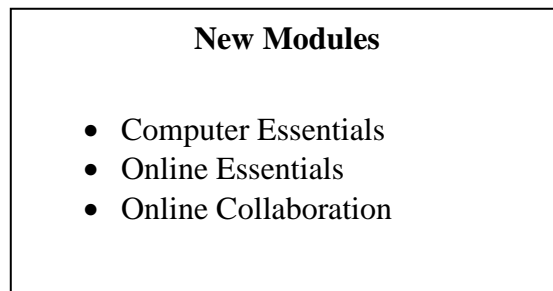
1. Create the following PowerPoint presentation.



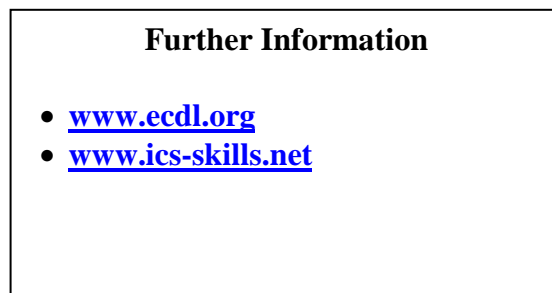
2. Type the following into slide one (**Title Slide**).
3. Save the presentation as **ECDL**.
4. Insert a new slide - **Title and Content** and type the following in slide two.



5. Insert a new slide - **Title and Content** and type the following in slide three.



6. Insert a new slide - **Title and Content** and type the following in slide four.



7. Save the changes made.
8. On slide 1:
- Increase the font size of **ECDL** in the title placeholder to 54.
 - Apply a shadow effect to the title **ECDL**.
 - Apply very loose character spacing to the title **ECDL**.
 - Insert a suitable ClipArt image into slide 1 and position it above the title **ECDL**.
 - Change the font style of the text New Syllabus in placeholder 2 to Comic Sans.

9. On slide 2:

- Left align the heading *What is ECDL?* in the title placeholder.
- Apply 1.5 line spacing to the text in placeholder 1 *ECDL is a practical ... computer tasks.*

10. On slide 3:

- Make the heading *New Modules* in title placeholder bold.
- Change the style and colour of the bullets in placeholder 1.
- Copy the image on slide 1 and paste into slide 3. Position it to the right of the bullet points.

11. On slide 4:

- Change the layout of the slide to a Two Content slide.
- Using the insert ClipArt icon on the slide insert a relevant image into placeholder 2. (The image must be to the right of the bullets).

12. Save the changes made.