

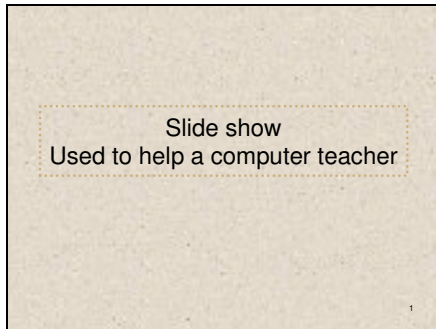
Computer Studies SG

PowerPoint Exercise 2007

Grade 12

Time: 40 minutes

Slide 1



1. Create a folder in your login called your SurnameFirstnamePresentation. Save all work in the folder.
2. Copy the file 0712-PPT to your own folder.
3. Copy the image file 0712-PPTtitlebackground to your folder.
4. Open the PowerPoint called 0712-PPT.
5. Change the file properties making yourself the Author and giving it the Subject from the title slide (slide 2) [2]
6. Insert the image 0712-PPTtitlebackground as an image in the 'title area' of all slides using slide master. [2]
7. Using slide master format the 'title area' box with rounded corners. [2]
8. Insert a (inscription) footer with your name, then put a hyphen and the full title of this PowerPoint. When viewed it must be on ONE line. It must show on all slides. [2]
9. Align the inscription and slide numbers all horizontally. [2]
10. Insert a header for the notes handout with just your first name and surname. [2]

Slide 2



1. Italiize the words Blogs, Pods and Wikis. [1]
2. Cut the wikipedia picture so that just the words 'Wikipeda' show. [1]
3. Align all the pictures on the slide so that their bottoms are in alignment. [1]

Slide 3



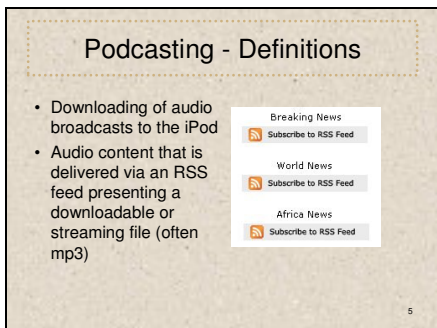
1. Align the two text boxes so that they start at the top together, aligned together. [1]
2. Convert the autoshape so that it looks an arrow of some or other kind. [1]
3. The autoshape arrow must point up to the URLS of blogging tools. [1]
4. Convert ALL the bullets on the slide to an image of the globe or earth. [1]
5. Do something so that a visited hyperlink is displayed in bright red. [1]

Slide 4



1. Change (convert and customize) the bullets to symbols of the earth. [1]
2. Make the bullets smaller than what PowerPoint uses as default. [1]

Slide 5



1. Change the colour of the bullets to the same orange as the RSS feed box. [1]

Slide 6



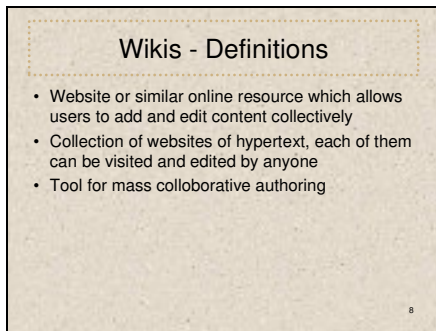
1. Insert a textbook under the picture with the words "Click on the picture". [1]

Slide 7



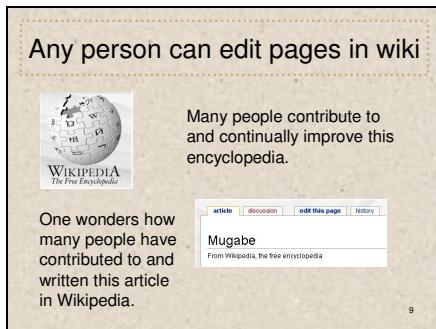
1. Do something so that when you pass the mouse over the text “Either subscribe ... “ it is highlighted. [2]
2. At home, if you have ADSL, listen to a podcast. At school you cannot listen to a podcast as it uses too much bandwidth.

Slide 8



1. Insert two images – one image of a pen AND another picture of people standing talking together. It can be clipart or ... [2]
2. Animate the images so that they appear together. [2]

Slide 9



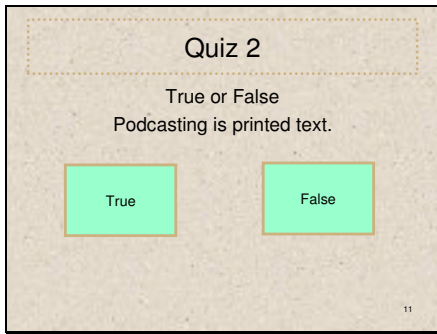
1. From File, Send to, save your work in Word with Notes next to slides. Save the work as YoursurnameFirstnamePresentationNotes in the folder. [2]
2. From File, Send to, save your work in Word as Outline only. Save the work as YoursurnameFirstnamePresentationOutline in your folder. [2]

Slide 10



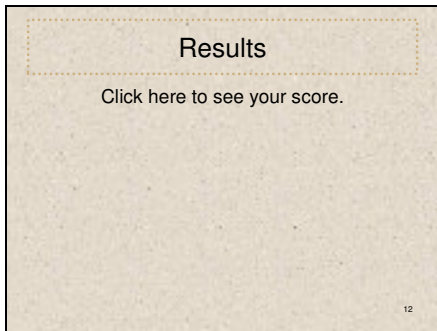
1. Before we start this, go to Tools, Macros and set Security levels to Medium.
2. Save the file.
3. Close the file. When you open it Enable the Macros.
4. On the True button, right-click, Action Settings, Mouse Click, Run macro, Doing well.
5. On the False button, right-click, Action Settings, Mouse Click, Run macro, Oops.
6. Save your work.
7. View your slide. Test the buttons. A message should appear. [2]

Slide
11



1. On the True button, right-click, Action Settings, Mouse Click, Run macro, something to indicate it is wrong. [2]
2. On the False button, right-click, Action Settings, Mouse Click, Run macro, something to indicate it is correct. [2]
3. Save your work.
4. View your slide. Test the buttons. A message should appear.

Slide
12



1. Select the words "Here", right-click, Action Settings, Mouse Click, Run macro, Feedback. [2]
2. View your slides.
3. Go to slide quiz 1 and 2. Do the test. Check your results on the results page.

Finish

1. Copy your folder with all your files to an area where it can be copied to CD.