

MICROSOFT POWERPOINT QUICK REVISION

Create a Microsoft PowerPoint called "Have I forgot?" and carry out these tasks...asking for help if required

- How to change the username of all your Office document to a different name
- The quickest way to edit a slide in Microsoft PowerPoint (this is a question in the exam)
- How to Switch Windows
- How to demote a box in a hierarchical organisation chart?
- How to change line spacing?
- How to centre a circle shape horizontally (aligned to the slide)
- How to the output format for the presentation to Overhead
- How to adjust the width of a column in a table
- How to increase an indent
- How to change the height of a cell to exactly 10cm
- How to change the size of a rectangle to exactly 5cm by 5cm so it becomes a square
- How to add an automatic date
- How to add an image so it appears on every slide except the title slide
- How to zoom to an exact %
- How to change the slide layout to 'comparison'
- How to print slides as a handout
- How to change the colours of the different 'areas' in a bar chart

NAME	
CLASS	

