How to use PowerPoint (Basics)

Task

Hopefully, you took in as much of the information in this 19th module as possible. To find out how well you have done, complete the following worksheet.

We recommend that you allocate at least 30 minutes to this worksheet.

SELF-MARKING

At the end of the worksheet is a convenient answers/feedback and advice section to allow you to see how well you have done.

You are not required to return this worksheet.

Activity #1	10 minutes

This module discusses a presentation program for professionals known as Microsoft PowerPoint. Write a paragraph detailing why it is important for personal assistants to be familiar with this program.

Write or type your answer here

Activity #2	🕐 10 minutes

In a paragraph, offer some design tips for creating beautiful presentations in PowerPoint.

Write or type your answers here

Work your way through the following paragraphs and insert the most appropriate words to fill in the missing blanks. There are 10 for you to have a go at in all.

You can 1____ links to slides so people can access email addresses or 2_____ quickly. This is always useful if you are 3_____ a presentation or want people to easily view pages that you have used for 4_____.

To add 5_____, all you need to do is place the cursor in the text box and click the 'Hyperlink' button on the insert 6_____. You can even refer to a different slide in the same 7_____.

Click the 8_____ tab to reveal a large number of options that can help you insert objects and click the 'PICTURE' button to insert a picture file from your 9_____. It is also possible to click 'Photo Album' to add an entire album's worth of photos into your 10_____ presentation.

Write or type your answer here

1

2

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Activity #1

Advice and Feedback

Creating professional presentations used to be something that only computer professionals could do, but now thanks to PowerPoint, amateurs can tackle the project. Therefore, it is important for personal assistants to learn this program and all the features within it to create beautiful presentations for their organisations. The wide range of features in PowerPoint also enables users to create charts, layouts and designs, all of which improve audience outreach and efficiency.

Activity #2

Advice and Feedback

The following design tips will help to ensure that your PowerPoint presentations are beautiful and professional every time. For starters, utilise a different and unique design template instead of a standard, stock template. Also, avoid inserting too much text into your slides and share only one idea per slide. Next, choose a legible font type and use a single colour to highlight important phrases and words. Also, consider inserting some light music and changing slides mid-sentence.

Activity #3

Answers

1. Add 2. Slides 3. Distributing 4. Reference 5. Links 6. Tab 7. Presentation
8. Insert 9. Computer 10. Slide

SUMMARY

Now that you have studied Module 19, it is time to decide if you feel you are ready to move on to the next module. Even if you struggled only slightly in this module, make sure you take the time to read through the material one more time.