DATASOFT
INSTITUTE
Empowering by Education

Ministry of MSME, Govt. of India | ISO 9001:2015

PowerPoint Practical Toolkit (Write-up)

WELCOME



DATASOFT INSTITUTE
An ISO 9001:2008 Certified Institute
A Professional Technical Training Institute

Visit
Main Road, Shaktinagar, Sonebhadra
Contact On: +91-9260978822
Website: www.datasoftinstitute.com
Email: datasoftinstitute@gmail.com

Different Education Modules

1.Short Term Courses
2.Diploma & NIELIT Prog.
3.University Courses (DE)

Short Term Courses

- CCO
- CFA Plus
- Accounting Plus
- Graphical Design
- Digital Marketing
- Website Design
- Advance Excel
- Typing Pro, etc.

Computer DIPLOMA

- **DCA Plus**
- **AHDCA**

Note – Latest Design Curriculum & Contents.

NIELIT Programs – O Level & CCC

UGC – DEB Approved University Degree Programs

- **MA, BA**
- **M Com, B Com**
- **MBA, BBA**

DISTANCE EDUCATION
Govt. Website: www.deb.ugc.ac.in

Perform the following operations

1. Create a Welcome Slide with Slider gate.
2. Apply Hyperlink From Slide 3 to Slide 4,5,&6.
3. Apply 5 seconds of time for every slides & Display on full screen with slide Transition effect.
4. Apply Slide Timing (Slide 1: 4 Seconds, Slide 2: 6 Seconds, Slide 3: 5 Seconds, Slide 4: 8 Seconds, Slide 5: 6 Seconds, Slide 6: 5 Seconds).
5. Apply Action button to move forward or backward from any slide.
6. Add a new slide (Slide 7) and use object to open MS Word & Excel on slide
7. Set the Order of slides in the sequence of (2,1,5,3,4,6) and (5,2,1,3,4,6) for display these orders in future.
8. Continue Display the slide on full screen till the user press the Esc Key.
9. Use Header & Footer to add your name at the top of the all slides & Slide number with Updated date, at bottom of the all slides (Use Master Slide).
10. Hide the slide number 6.
11. Use the custom animation on contents of all of the slides.
12. Create the Duplicate of Slide 2.
13. Add Clip art on all of the slides. (Use your choice to add Clip Pictures), and apply motion path on image.
14. Create a Logo of DATASOFT from MS Paint and add on 1st slide.
15. Add any slide from any presentation file to current file.
16. Replace the font with another font on whole of the slides of the presentation file.
17. Display all of the slides in gray scale mode/ black & White Mode.
18. Also Save another copy of your presentation file to earlier version of Powerpoint such as 2003 or others.
19. Save all of the slides individually with .jpg picture format.
20. Add a new slide to perform the operation of quiz with question & four options, also set the colour on the right & wrong options green & red respectively.