

Getting Started with Microsoft PowerPoint 2007

Presentation skills are among the most important skills you will ever learn. Good presentation skills enhance all of your communications – written, electronic and interpersonal. In our technology – enhanced world of e-mail and wireless phones, communicating ideas clearly and concisely is a critical skill to have. PowerPoint is a presentation software program used to create slideshow presentations that you can use to effectively present information to your audience.

In this activity you will edit and format a presentation that highlights the **Skyline Bakery and Café's** plans for expansion.

Open a new PowerPoint presentation. Click on the Office Button and select Save As. Save this file as "lastname_skyline_bakery" Use this file to complete each step below in numerical order.

*Remember to save early and save often!

Skyline Bakery & Café Instructions

Part 1

1. On the title slide (Slide 1) type **Skyline Bakery & Café** into the main title text box. In the subtitle text box type **Planning for our Future**.
2. Add 6 New Slides (you should have 7 total).
3. On Slide 2, type **Current Locations** in the title text box
 - a. In the *Content Area*, type **Illinois and Indiana** on Line 1.
4. On Slide 3, type **Future Locations** in the title text box.
 - a. In the *Content Area* list the following states on their own line: **Michigan, Wisconsin, Minnesota**.
5. On slide 4, type **Company Information** in the title text box.
 - a. In the *Content Area* type **Founded in Chicago by Aron Burlen in 1985** in the first bullet point.
 - i. Type **Mission statement** on line 2.
 - ii. Type **Current locations** on line 3
 - iii. Type **Products** on line 4.
 - iv. Type **Expansion plans** on line 5.
6. On slide 5, type **Mission Statement** in the title text box.
 - a. In the *Content Area* type **To supply a nutritious, satisfying and delicious experience for each of our customers in a relaxing and temptingly aromatic environment**.
7. On slide 6, type **Products** in the title text box.
 - a. In the *Content Area* type the following:
 - **Bread**

- **Rolls**
 - **Cakes**
 - **Pastries**
- b. Change your Slide Layout to *Two Content*.
 - c. In the *Content Area* box on the right, insert a *Clip Art* image that relates to the topic of this slide (i.e. bread, cake).
8. On slide 7, type **Expansion Plans** in the title text box.
- a. In the *Content Area*, insert the *Basic Timeline* SmartArt graphic (found in the *Process* section) onto the slide. Your SmartArt graphic should contain 3 events (text boxes).
 - b. In the first text box type:

Michigan August 2011

 - c. In the second text box type:

Wisconsin March 2012

 - d. In the third text box type:

Minnesota July 2012

9. Delete the *Future Locations* slide.
10. Rearrange your slides so that are in the following order:
- a. Slide 1 – Title Slide
 - b. Slide 2 – Company Information
 - c. Slide 3 – Mission Statement
 - d. Slide 4 – Current Locations
 - e. Slide 5 – Products
 - f. Slide 6 – Expansion Plans
11. Go back to the *Company Information* slide and delete Line 1.
12. Go back to the *Mission Statement* slide and make the words “**nutritious**”, “**satisfying**” and “**delicious experience**” bold and italics.
13. Go back to the *Current Locations* slide and change your text so that **Illinois** and **Indiana** are on separate lines.
14. Change the background of your slides to “*Civic*” from the *Slide Theme Gallery*.
15. Use *Background Styles* to add a *texture* to the background of all your slides.
16. Save and submit for review.