

## POWERPOINT TASKS

1. Insert new slide into presentation.
2. Change layout of slide.
3. Change template of presentation.
4. Change color scheme of presentation.
5. Insert animation into slide.
6. Change slide transition.
7. Set print preview in grayscale.
8. Set print preview as handouts with 3 slides per page.
9. Copy one slide in presentation.
10. Replace one slide in presentation.
11. Duplicate slide in presentation.
12. Select all slides in presentation.
13. View presentation in slide sorter view.
14. View slide show of presentation.
15. Set grayscale for presentation.
16. Show/hide ruler.
17. Write something into footer of slides.
18. Insert slide number.
19. Insert picture from the clipart gallery into slide.
20. Insert auto shape into slide.
21. Insert wordart into slide.
22. Insert diagram into slide.
23. Insert text box into slide.
24. Insert chart into slide.
25. Insert table into slide.
26. Format bullets on the slide
27. Format numbering on the slide
28. Set line spacing on the slide.
29. Replace font in presentation.
30. Change case of the text.
31. Rehearse timings of the presentation.
32. Set advance slides manually.