

Chapter 14 Supplementary Activity

Create a Slide Show

Complete Lesson 90 before completing this activity.

In this activity, you will create a slide show with tips to improve presentation delivery skills. Use the tips on page 487 of your textbook to prepare the slide show.

1. Start *PowerPoint*. Create a presentation using the seven presentation delivery tips on page 487 of your textbook. Create a separate slide for each of the seven tips. Use the Module theme or a similar design. Use the Clip Art on Office Online link to find clip art or photos to use in the presentation.
2. Apply transitions between the slides:
 - Click the **Animations** tab.
 - Click the slide you want to apply transition to.
 - From the Transition to This Slide group, click the transition you want.
3. Select one or two slides with an object and apply an animation.:
 - Click the **Animations** tab.
 - Click the slide containing the object you want to animate.
 - Click the object.
 - From the Animations group, click the down arrow next to Animate.
 - Click the type of animation you want.
4. Play the presentation to make sure it displays the way you want. Proofread the slides carefully and correct all errors.
5. Save the presentation as *C13 Sup Tips* and close it.