

Your task is to produce a short show to welcome people to a hotel and restaurant. It's a simple exercise which will get you used to the basics – using layouts, design templates and inserting images you've collected.

The table below shows suggestions for what each slide should contain and which type of slide layout to use. You'll get a chance to develop this later.

SLIDE NUMBER	LAYOUT	HEADING	OTHER TEXT	PICTURE
1	Title slide	The Oaks Hotel & Restaurant	WELCOME	NO
2	Title only	The Oaks Hotel & Restaurant	-	YES
3	Text & image	Facilities	Luxurious rooms Games room Pony rides Crèche Golf course Archery range Sports centre	YES
4	Image & text	Restaurant	Full English breakfast Lunchtime carvery Traditional tea and scones A la carte dinner 24hr snack service	YES
5	Two text panels	The Oaks Hotel & Restaurant	Just call Reception if there's anything you need Dial 0 on your phone day or night Enjoy your stay! (your name) Manager	NO

A rough plan with pen and paper may be useful so that you can decide what each slide will show and what text and illustrations will be required.

Some sample text is supplied but you can use something different if you prefer. Start by creating white slides with black text in the default styles offered. Try to resist changing these until later!

Start a new file and choose the **title slide** option in the slide format panel (usually the default first slide anyway). There will be spaces for a title and a subtitle. Click in each and enter your text.

You now need a new slide. Use the **New slide** button which will bring up a slide (probably with a full width text area). Click on the layout in the panel that has just a title area and a blank space below. That's where a large picture of a hotel, a scene or something else suitable will go.

Enter the text in the heading space. If you have a picture ready, use the **Insert Picture** button to bring in a suitable picture of a building, food or anything else appropriate. You should find plenty available on the web. Your tutor will advise you of any other locations for illustrations that you can access. Always download and/or save pictures on your computer or a USB drive rather than copying and pasting them.

When the chosen illustration first appears it will neither be in the right place nor will it be the right size. A picture is selected if its handles are showing at each corner and along the edges. When selected it can be moved by dragging around the screen. It can be resized by dragging a handle in or out. Use the corner handles so that it maintains its original proportions unless you really want them altered. A fairly large illustration in the centre of the lower half of the slide will work well.

The third slide needs a heading, a list and a picture so choose one of the two appropriate options available. Enter the heading. Enter the list - the bullets should appear automatically. Insert a picture in the space available. Something to do with any of the facilities listed or, if you can't find anything, a design feature.

The fourth slide is very similar to the third but you might like to select the option that puts the illustration on the other side to that used before. Enter the two sets of text and then find and insert a picture with connections to food or drink.

The final slide is a layout with two panels for text. Enter the text as you think best.

Save the presentation with a sensible name.

Slide design

So far it all looks pretty boring. There are, however, a number of ready-made styles available in PowerPoint. They can be accessed through **Format / Slide design**. Pick which you like best and then press **Apply to all slides**. You will find that all your slides will have been styled, including the text. (This feature will only work where you use one of the pre-set slide layouts.)

See what it looks like full screen

Check how your show will look by clicking on **View / SlideShow**. The full screen effect is usually quite impressive and a remarkable indication of how simple it can be to produce something attractive. To move through the slides, click the mouse. The show will revert to the normal slide view at the end.

Printing

Printing slides is not usually necessary (unless you are using the program for Desktop publishing purposes). A better idea is to print out a page of six slides. This can be done by using **File / Print** and selecting **Handouts (6 per page)**. The alternative of 2 per page is also preferable to full page slides. The 3 per page option puts the slides down one side of the sheet and some lines for notes on the right.

Please try not to print the full slides! They can take ages and use loads of ink.

More slides

You may now like to add some more slides to illustrate some of the facilities or menu options. Another idea could be to get a map of the area and include that on a slide.

Use the Slide Sorter to insert new slides (or re-arrange them). Choose a layout for the new slide and add some text and/or images, keeping a heading at least on each one.

Changing the design

Try adding a logo (either draw one using the Drawing tools or find something on the web). Position it carefully on one slide and then copy it. Move to the other slides and paste it on to each one at a time.

Try another design. If you want to make your own background colour / design it's best to choose the original white layout again first. Ask your tutor for help if you have trouble finding this or removing some template features.

Animation and transitions

Try adding some simple animation so that the lines of text on some slides appear one at a time when you click. Use SlideShow | Animation Schemes and select one from the panel provided.

For this type of presentation, transitions can work well. Use SlideShow | transitions and apply one from the panel provided. Add the same type of transition to each slide and preview the effects in View | SlideShow.

Printing 2

Preview options for printing and compare what your slides look like when printed with and without backgrounds. Print a copy of each as handouts 4, 6 or 9 per page. (The prints will probably be in black and white in many classrooms but will give you a good idea of how things will look).

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