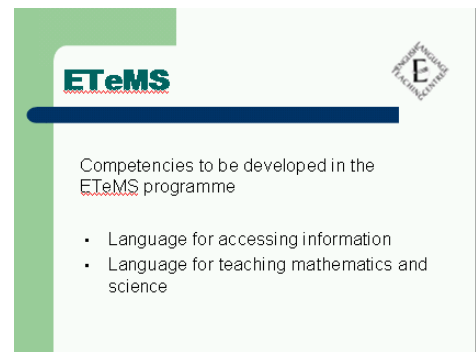


## Screen Views

Load the file: *Screen Views Presentation* if you wish to attempt the tasks in this section.

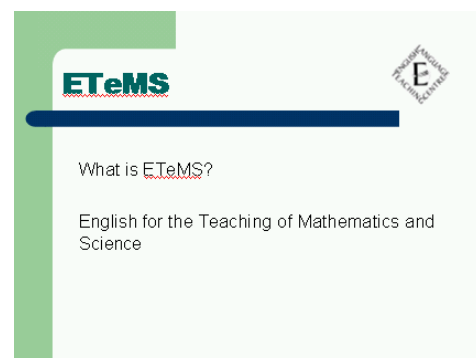
### Task 1

1. Make sure that you are in Outline View.
2. In Outline View, click on Slide #2.  
Slide 2 is shown on the right.:
3. Click on the outline for Slide #2 and, in the outline, insert the following line:
  - Language for professional exchange



### Task 2

1. Now, switch to Slide Sorter view.
2. Slide #3 in this presentation is shown on the right.
3. Move Slide #3 to the head of the presentation.
4. Now, run the presentation in Slide Show mode.

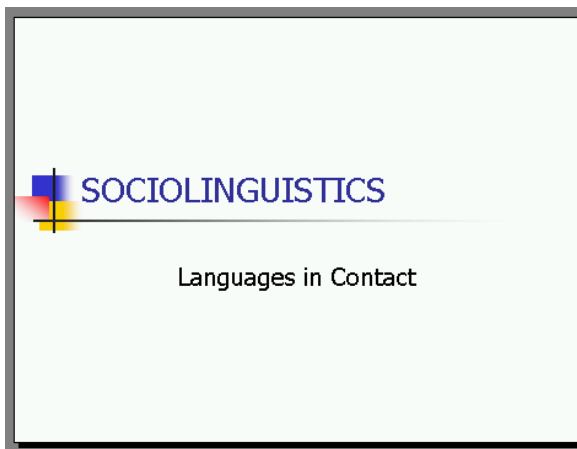


## Working with Text

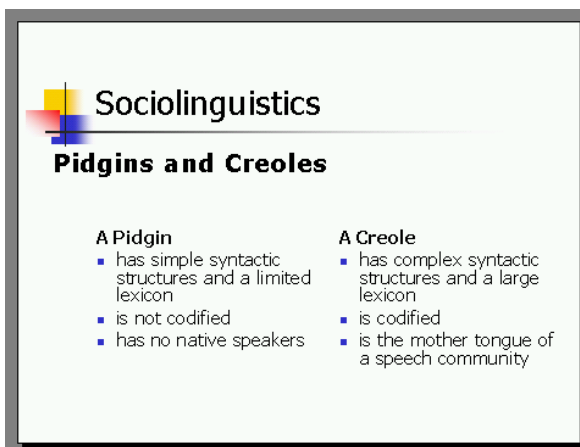
### Task 3

Create the 2 slides shown below in PowerPoint.

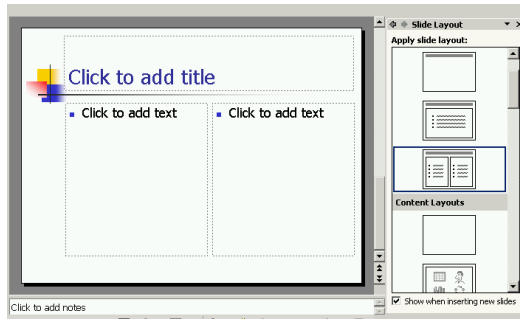
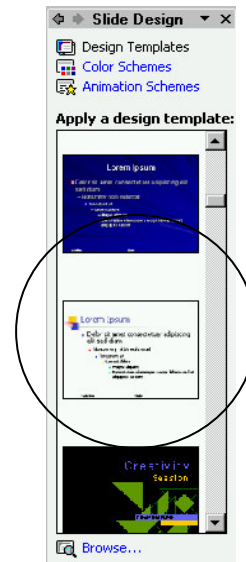
#### Title Slide



#### Text Slide



1. Start a new **blank** presentation.
2. Select the Design Template shown on the right for your presentation.
3. Insert the title (SOCIOLINGUISTICS – font style: All caps; font: Tahoma 44 points; text colour: dark blue) and the subtitle (Languages in Contact – font style: Title Case; font: Tahoma 32 points; text colour: black) in the title slide.
4. Press Ctrl-M to insert a new slide.
5. Select the Slide Layout template shown below.



6. Insert the title “Sociolinguistics’ in the title place-holder (font: Tahoma 44 points; text colour: black).
7. Create a new text box so that you can insert the Sub-title “Pidgins and Creoles” (font: Verdana 32 points; text colour: black).
8. Insert the text about Pidgins and Creoles in two columns (refer to previous page) into the template (font: Tahoma 24 points; text colour: black).
9. Save the presentation as “Working with Text”.

## Working with Slide Designs and Colours

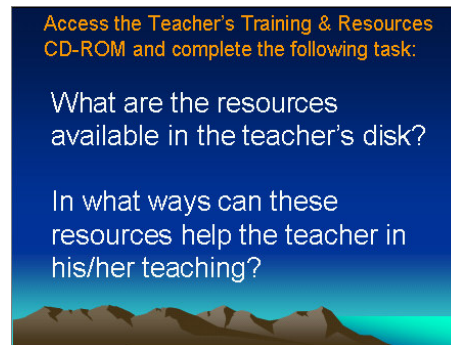
Load the file: *Slide Designs and Colours Presentation* if you wish to attempt the tasks in this section.

### Task 4

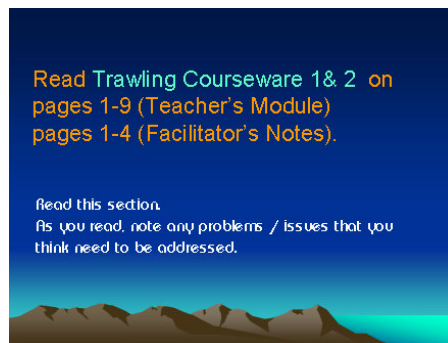
1. The file has three slides (as shown below).



Slide #1



Slide #2

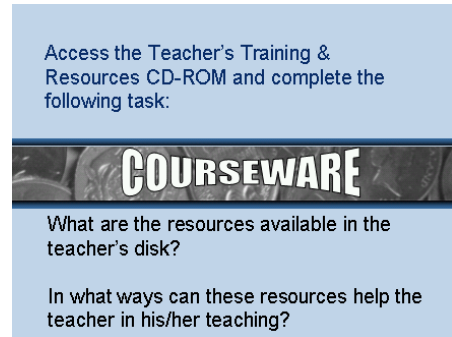


Slide #3

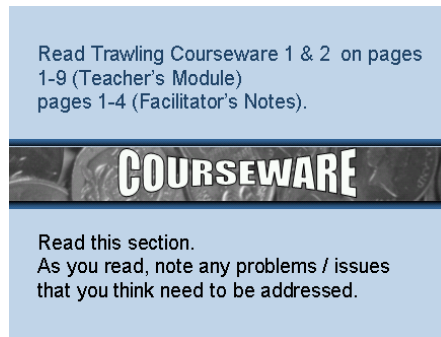
2. Re-work the presentation so that it looks as follows.



Slide #1

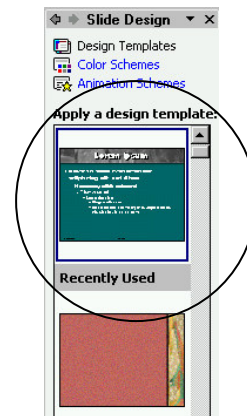


Slide #2



Slide #3

3. Change the slide template by selecting this design template. Note that this slide design has a title slide and different ordinary slides. Do not use the title slide for your presentation.



4. Change the background colour of the slides to a light pastel blue.
5. Change the colour of the title text – Courseware – to white.
6. Change the text in the upper half of the slide to Arial 32 points. Use a dark blue as the text colour.
7. Use the same font type and size for the text in the lower half of the slide but use black for the text colour.
8. Compare the slides in your presentation with the ones shown on the previous page. Do they look similar?

## Working with Hyperlinks

### Task 5

Load the file: *Hyperlinks Task Presentation* if you wish to attempt the tasks in this section.

1. The *Hyperlinks Task Presentation* file has questions on two slides
2. Insert the appropriate hyperlinks into the presentation. These hyperlinks should allow a learner to:
  - select a response to the question and receive appropriate feedback; and,
  - move on to the second question after having completed the first.

## Working with Action Buttons

### Task 6