Due to variable skill levels and experience, the Library requires anyone who is interested in taking PowerPoint Intermediate for Presentations or Powerful Posters with PowerPoint to have taken PowerPoint Basics for Presentations.

If you feel that you are sufficiently advanced to participate in either/both of the intermediate level classes without taking the Basics class, please complete the following exercise and email the final presentation to the Library at searchwk@library.med.nyu.edu.

**Slide #1**
1. Create a title slide with the title “My Presentation.” Change the size and font of the title.
2. Add your name and email address to the title slide. Change the size and font.
3. Change the background color of the title slide.

**Slide #2**
4. Insert a new slide with a title and bullet points. Make the title of this slide “Important Points.”
5. Create a list of three bullet points. Call the first bullet “Point 1;” the second bullet “Point 2;” and the third bullet “Point 3.”
6. Insert an indented (subpoint) under each of the main bullets. Call each one “Example.”
7. Change the background color of the bullet slide.

**Slide #3**
8. Insert a new slide with a title at the top, a bulleted list on the left, and an image on the right.
9. Make the title of this slide “More Evidence.”
10. Create four (4) bullet points. Call the bullet points Exhibit A, Exhibit B, etc.
11. Animate the bullets so that they Fly In from the left of the slide.
12. Insert a piece of clip art or photograph. Add a caption to it that says “Worth A Thousand Words.”
13. Animate the picture so that it Dissolves In.

**Finishing Touches:**
Set up your presentation so that there is a different slide transition between each slide.
Save you presentation as PPTBasics and your initials. Ex. PPTBasicsJD.ppt.
Email it to the Library at searchwk@library.med.nyu.edu.

Thank you!