

# ECDL PowerPoint – Sunnycoombe 1

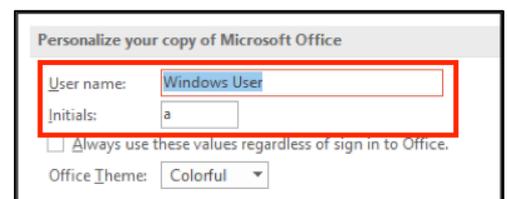
This sets up a new presentation. You will need some images from the internet.

## Setup a New Presentation:

1. Open **PowerPoint**
2. Create a new presentation: **File > New presentation > choose Blank presentation**

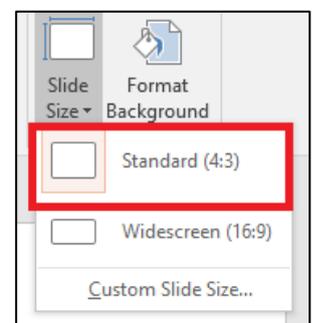
## Change the user name:

3. **File > Options** (at the bottom)
4. Change the **User name** to your full name
5. Change the **Initials** to your two initials
6. Click **OK**



## Change the slide size:

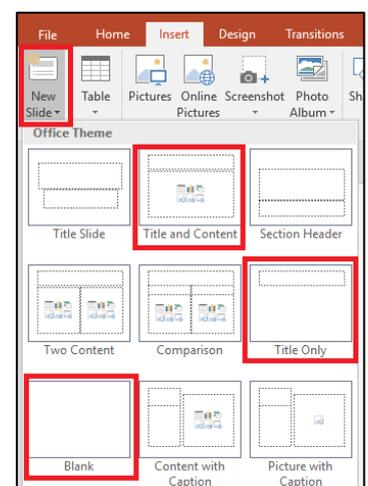
7. **Design > Slide size** (on the right at the top)
8. Choose **Standard (4:3)**
9. Click **Maximise**



## Add slides:

10. Add one slide: **Insert > New slide > choose Title and content**
11. Add a Title only slide: **Insert > New slide > Title only** (**IMPORTANT: not Title**)
12. Add another **Title and content** slide
13. Add a blank slide: **Insert > New slide > choose Blank**

Check that the slides are in the right order.



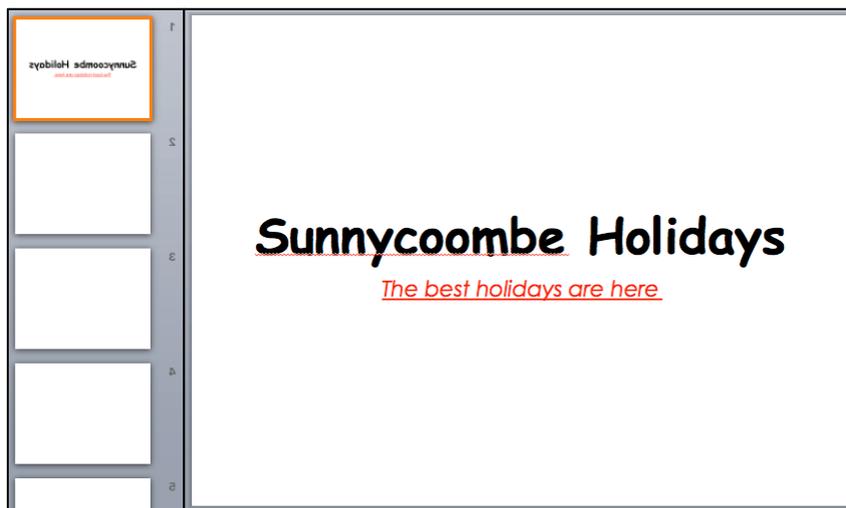
### **Add a title and subtitle:**

14. **Click** on the **first slide** in your presentation in the **left sidebar**
15. Add the **title: Sunnycoombe Holidays**
16. Add the **subtitle: The best holidays are here**

### **Changing fonts and sizes:**

17. **Highlight** the words in your **title**
18. Change the **font** of the title to **Comic Sans MS**
19. Change the **font size** of the title to size **54**
20. Change the title to be **Bold text**
  
21. **Highlight** the words in your **subtitle** (*The best holidays are here*)
22. Change the **font** of the subtitle to **Century Gothic**
23. Change the subtitle to be **italic text**
24. Change the subtitle to be **underlined**
25. Change the colour of the subtitle to **red**

Your title slide should look like the example.



### **Save your work:**

26. Click **File > Save As**
27. Create a **new folder** called **Sunnycoombe**  
You need to make sure that your presentation is saved inside this folder
28. **Save** your presentation using the filename: **scpres01**
29. Close down any open Presentations