

powerpoint 2019 in practice ch 1 guided project 1 2

PowerPoint 2019 in Practice: Ch 1 Guided Projects 1 & 2 – A Step-by-Step Guide

Are you tackling "PowerPoint 2019 in Practice" and feeling a little lost in Chapters 1's Guided Projects 1 and 2? Don't worry, you're not alone! Many students find these initial projects a bit daunting. This comprehensive guide will walk you through each step of Guided Projects 1 and 2, providing clear instructions, helpful tips, and screenshots to ensure you master the fundamentals of PowerPoint 2019. We'll cover everything from creating a basic presentation to incorporating images and customizing your design, leaving you confident and ready to tackle more advanced projects. Let's dive in!

Understanding the Purpose of Guided Projects 1 & 2

Before we get started, it's important to understand the overarching goals of these initial projects. Guided Project 1 focuses on building a basic PowerPoint presentation, introducing you to the core interface and fundamental tools. You'll learn how to create slides, add text, and format your content. Guided Project 2 then builds upon this foundation, teaching you how to incorporate images and refine the visual appeal of your presentation. Mastering these projects lays the groundwork for more complex presentations later in the course.

Guided Project 1: Building Your First PowerPoint Presentation

This project is all about getting comfortable with the PowerPoint 2019 interface and creating a simple presentation. Here's a breakdown of the key steps:

1. Creating a New Presentation:

Begin by launching PowerPoint 2019. You'll be presented with various templates, but for this project, choose the "Blank Presentation" option. This allows you to build from scratch and truly understand the fundamental building blocks.

2. Adding Slides:

PowerPoint 2019 offers various slide layouts. You'll learn how to add new slides using the "New Slide" button (usually found on the "Home" tab). Experiment with different layouts to see how they impact the arrangement of your content. Remember to save your work regularly!

3. Adding Text:

Adding text is straightforward. Simply click within a text placeholder on your slide and start typing. You'll also learn about formatting text - changing font size, style, color, and alignment - to make your presentation visually appealing and easy to read.

4. Saving Your Work:

Saving your work is crucial. Learn the different ways to save your presentation, including saving as a .pptx file (the standard PowerPoint format) and exploring other save options like PDF or image formats. Remember to save frequently to avoid losing your progress.

Guided Project 2: Enhancing Your Presentation with Images

Guided Project 2 takes your presentation to the next level by incorporating images. This section focuses on enhancing the visual aspects of your presentation, making it more engaging and informative.

1. Inserting Images:

PowerPoint 2019 allows you to insert images from various sources, including your computer, online sources, and even your camera. You'll learn to navigate the "Insert" tab and use the "Pictures" option to add images to your slides. Remember to properly cite images if you use them from external sources.

2. Formatting Images:

Once inserted, you can format images to better fit your presentation. This includes resizing, cropping, and adjusting the image's position on the slide. You can also add effects like shadows or reflections to make your images stand out.

3. Optimizing Image Quality:

Large images can significantly increase your file size, potentially slowing down presentations and making sharing difficult. Learning to compress or resize images without sacrificing too much visual quality is a valuable skill.

4. Image Copyright Considerations:

It's critical to understand copyright laws when using images in presentations. Using images without permission can lead to legal issues. Familiarize yourself with free-to-use image resources or ensure you have permission to use any copyrighted images.

Troubleshooting Common Issues

Throughout these projects, you might encounter some common challenges. Here are a few tips to overcome them:

File Errors: Ensure your file is saved in the correct format and location. Regularly saving your work will also prevent data loss in case of unexpected shutdowns.

Formatting Issues: If your text or images don't look right, check your formatting settings. Sometimes, accidental changes to font sizes, alignments, or image properties can cause unexpected results.

Image Insertion Problems: If you are having trouble inserting images, ensure the image files are accessible and in a supported format (like JPG, PNG, or GIF).

Conclusion

By successfully completing Guided Projects 1 and 2, you'll have established a strong foundation in PowerPoint 2019. You'll be comfortable creating presentations, adding text and images, and understanding basic formatting techniques. Remember that practice is key; the more you experiment, the more confident you'll become. So, keep practicing and building your PowerPoint skills!

FAQs

1. Can I use different image formats in PowerPoint 2019? Yes, PowerPoint 2019 supports various image formats, including JPG, PNG, GIF, and more.
1. How do I resize an image without distorting it? Hold down the Shift key while dragging the corner handles of the image to maintain its aspect ratio.
1. What happens if I accidentally delete a slide? You can usually undo the deletion using the "Undo" function (typically found under the "Edit" menu or using the keyboard shortcut Ctrl+Z).
1. Where can I find free-to-use images for my presentations? Several websites offer royalty-free images, such as Unsplash, Pexels, and Pixabay.

1. Can I change the theme of my presentation after I've started working on it? Yes, you can change the theme of your presentation at any time. PowerPoint offers a variety of pre-designed themes, allowing you to change the overall look and feel of your presentation easily.

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