



# PowerPoint – Forward3

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# Exercise – Moving Forward

- Using some text from the previous exercise (Forward 1 or Forward 2), we will build a Microsoft PowerPoint presentation
- Microsoft PowerPoint is software application within the Microsoft Office suite
- Presentations must always have the audience in mind
- Aim to get a message across but how this is done is very much dependent upon the audience and how it is pitched
- You will NOT be required to present in front of other students in this class but the audience should be considered
- For the purposes of this exercise, the audience would be a panel at an interview process and you will need to consider PowerPoint only requires pointers without a huge amount of text
- Make use of tools within the application (list to follow)
- Have fun with a fun application!



# The slideshow

- Slide **1** should be the title slide, using the title “Moving Forward”
- Slide **2** should be a contents slide with a list of all topics and let the audience know what will be covered
- The next slides should follow the headings of paragraphs from your previous Word document exercise
- The last slide should be a short summary with important reminders to the audience
- Save the file to your student drive as a Microsoft PowerPoint presentation named: Forward 3