

Exercise 1

❖ Create a Presentation ❖ Save a Presentation

Notes

When you create a new presentation, you can select a design to give all the text and **slides** a consistent appearance. Most programs call a presentation design a **template**. After you choose a template, you pick a **layout** or format for each slide, and fill in the placeholders with text and other objects. In this example, you work with text.

Vocabulary

slide	layout	slide (page) background	bulleted list slide
template	presentation graphics	title slide	spell check

Directions

1. Start your **presentation graphics** program, if needed.
2. Create a new presentation, choosing a presentation design.
 - ✓ *Some presentation graphics programs enable you to choose a template that offers both a design for the **slide (page) background** and text and example text. For the exercises in this book, choose a template that offers design features only.*
3. Create a **title slide** as the first slide.
4. Enter the title text shown on the next page by filling in the slide placeholders.
5. Create three slides with **bulleted lists** and enter the text for them, as shown on the next page. Note that one of the slides displays side-by-side bulleted lists by using a two-column layout.
 - ✓ *If your presentation graphics program does not support two column text format, use the one column format and reduce the font size so that all the text fits.*
 - ✓ *You can use the Tab key and Shift+Tab to work with the indentation levels in bulleted lists.*
6. Run the **spell check** to check your work.
7. Save the presentation as SAFETY.
8. Close the presentation file.

Safety First

Protecting yourself when
you're blading or boarding

1

Use Protective Equipment

- Head gear
 - Use a helmet
 - Add protective eyewear for better vision
- Body gear
 - Wear wrist guards at all times
 - Pad knees and elbows, too

2

Be Smart with Your Sport

- Check your wheels before each ride and rotate or replace them if needed
- Only roll where it's legal to do so
- Avoid busy streets or heavy pedestrian traffic
- Practice new skills in an area where you can make a soft landing
- Give pedestrians and other rollers plenty of room to pass
- Observe curfews in your area

3

Coming Soon...

- The city plans to convert an old warehouse to an indoor rollerblading and skateboarding park
- The new multi-use path along the river will be finished in June
- The local skate club plans to sponsor group trips to great blading and boarding locations

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