

# Exercise 3

- ❖ Create a Presentation ❖ Choose Views
- ❖ Save a Presentation ❖ Print a Presentation

## Notes

When you create a presentation, you need to both arrange information on each slide and organize the slides in a logical order. Use the **single slide view** to perfect slides one at a time. Use the **outline view** to enter information. Use the **small slide view** to rearrange slides in the presentation.

## Vocabulary

single slide view

outline view

small slide view

handouts

## Directions

1. Create a new presentation, choosing a presentation design.
2. Make the first slide a title slide.
3. Switch to the outline view in your presentation graphics program.
4. Enter the text for the six slides shown on the following page. (Enter your name and the current date on the title slide.)
  - ✓ You can use the Tab key and Shift+Tab to work with the indentation levels in the presentation outline.
  - ✓ Don't put too much information on a slide. Six bulleted items fit nicely on a slide using the single-column bulleted list layout. When in doubt, use fewer bullet points per slide.
5. Switch to the single slide view.
6. Use the method of your choice to display slide 1.
7. Switch to the small slide view.
8. Redisplay slide 3 in the single slide view.
9. Save the presentation file as **COMPUTER**.
10. Print the presentation outline.
11. Print the presentation with four small slides per page.
  - ✓ Some presentation graphics programs call printouts with multiple slides per page **handouts**.
12. Close the presentation file.

1  **A Brief History of PCs**

By Chris Martin

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2  **Technology Milestones**

- 1948: Bell Labs invented the transistor (semiconductor)
- 1959: Texas Instruments invented the integrated circuit, which holds multiple transistors
- 1969: Intel invented a 1K memory chip
- 1971: Intel invented the first microprocessor

3  **Early Personal Computers (PCs)**

- 1975: Altair kit sold for \$395
- 1975: IBM introduced the \$9,000 5100 PC
- 1976-77: Apple introduced the Apple I and Apple II

4  **The First Commercially Viable PCs**

- 1981: IBM released the IBM PC, the first direct ancestor of today's Windows-based systems
- 1984: Apple introduced the wildly successful Macintosh line, predecessor for today's Power Mac, Power Book, and iMac systems

5  **Other Key Developments**

- The Windows operating system
- The rise of the Internet
- Voice and data convergence