**CST-133W “Turn-In” Instructions**

**MS PowerPoint 2013 Lab Part I**

Work your way through the lab by reading and following the directions.

**Unit A:** ([link](http://custom.cengage.com/customtext/websites/beskeen_9780538473217/msofficeintro_ppt_unit_a_creating_presentation_in_powerpoint_2013.pdf)) Read through the “Defining Presentation Software” and “Planning an Effective Presentation” sections on pages 2 through 5. On page 6 you will be directed to start Microsoft PowerPoint 2013. Follow the directions on page 6 through 15 to create your presentation. You do not need to print your presentation. Save your file as you work and after completing the exercise.

**Unit B:** ([link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20PowerPoint%20Part%20I/msofficeintro_ppt_unit_b_modifying_a_presentation.pdf))On page 26 you will be directed to edit the PPT B-1.pptx document and on the pages 28 through 41 that follow you will be directed to make changes to it. Save your work as you go and after completing the exercise.

***Submit your two presentations as directed by your instructor.***