## Challenge Exercise

Getting Help

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| --- | --- | --- |
| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Getting Help… |  |
|  | Open the ***Help*** window to instantly display information specific to ***Shapes***. Use the links to locate information on adding shapes in PowerPoint, then answer the questions on the following page | ⬜ |
|  | Display the ***Home*** page in the ***Help*** window | ⬜ |
|  | Use the search field to locate information on *animations*. Answer the questions on the following page | ⬜ |
|  | Return to the ***Home*** page of the ***Help*** window. Display the Help information about keyboard shortcuts, then show all of the topics on the page. Print the first page of information | ⬜ |
|  | Use the search term *media* in the ***Help*** window to connect to the ***Office.com*** website, then search *Office* *Support* to locate information on *photo albums*. Answer the questions on the following page | ⬜ |
|  | Make a photocopy of the next page with your completed answers | ⬜ |

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| --- | --- |
| **Files required for exercise:** | None |
| **Files/work created by student:** | 1 printed copy of a Help article, photocopy of the answer sheet (next page) |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Workspace

Getting Help

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| To open the ***Help*** window instantly on the help information specific to ***Shapes***, which key did you press? |
|  |
| Using the information found in this Help window, list the instructions for adding a shape in PowerPoint: |
|  |
|  |
|  |

**1**

|  |
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| Where (on the ribbon) is the ***Animation Painter*** located? |
|  |
| List the first five articles or videos presented in the search results: |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

**3**

|  |
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| What is the first step in creating a PowerPoint photo album? |
|  |
|  |
| List the four topics in the ***Create and share a photo album*** article: |
| 1. |
| 2. |
| 3. |
| 4. |

**5**