

EXERCISE 2

- ▶ Create a PowerPoint presentation from scratch
- ▶ Use the Theme called **Berlin**
- ▶ Add the title **Sales Presentation** and the subtitle **2018 Sales & Expenses**
- ▶ Add a **Two Content** slide
- ▶ Change the layout to **Title and Content**

- ▶ Add these 3 1st level bullets:
 - ▶ **Sales**
 - ▶ **Expenses**
 - ▶ **Profits**
- ▶ Add this 2nd level bullet underneath **Sales**
 - ▶ New SouthEastern region
- ▶ Save the file as **My Presentation**

On the Desktop