

## **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 1<sup>st</sup> level bullets:
  - ▶ **Sales**
  - ▶ **Expenses**
  - ▶ **Profits**
- ▶ Add this 2<sup>nd</sup> level bullet underneath **Sales**
  - ▶ New SouthEastern region
- ▶ Save the file as **My Presentation**

**On the Desktop**