

PROJECT 1: COMPUTER CARE

You own a small retail business called, The Computer Store. You are creating a presentation to promote proper care of computers for your customers.

Task 1: On slide 5, apply the **Fill - White, Text 1, Shadow Word Art style** to the text, "Update At Least Weekly!".

1. In the Navigation Pane on the left, select slide 5.
2. Select the text Update At Least Weekly!
3. On the DRAWING TOOLS FORMAT tab, in the WordArt Styles group, open the gallery and select Fill - White, Text 1, Shadow. (Hint: It is the first option)

Task 2: Hyperlink the text on the last slide computerstore.gmetrix.com to the corresponding website address.

1. In the Navigation Pane on the left, select slide 7.
2. On the title slide, select the text computerstore.gmetrix.com
3. On the INSERT tab, in the Links group, click Hyperlink. (Hint: You can also right-click and select Hyperlink ...)
4. Type into Address: <http://computerstore.gmetrix.com>
5. Click OK.
6. Click anywhere on the slide to deselect the text.

Task 3: On the last slide, insert a text box in the lower-right quarter of the slide. Resize the width of the textbox to **2.5** (6.35cm) and insert the text: **Questions? Feel free to contact us.**

1. In the Navigation Pane on the left, select the slide 7.
2. On the INSERT tab, in the Text group, click Text Box. Hold down the mouse left-button and click drag to draw a text box in the empty space located in the lower-right quarter of the slide.
3. Click on the DRAWING TOOLS FORMAT tab to select it.
4. In the Size group, change the Shape Width value to 2.5 (6.35cm)
5. Inside the text box, type the text: Questions? Feel free to contact us.

Task 4: Change the layout of slide 3 to **Two Content**. Apply an **Intense Effect - Lavender, Accent 6** style to the shape.

1. In the Navigation Pane on the left, select the slide 3
2. On the HOME tab, in the Slides group, click Layout and select Two Content.
3. Click on the heart shape to select it and reveal the DRAWING TOOLS FORMAT contextual tab.
4. On the DRAWING TOOLS FORMAT tab, in the Shape Styles group, click on the gallery to open it.
5. Hover your mouse over each style to view its name. Click **Intense Effect - Lavender, Accent 6** (Hint: It's at the bottom of the last column). "

Task 5: Apply a **Blue, Solid Fill background** to slide 2.

1. In the Navigation Pane on the left, select the slide 2.
2. On the DESIGN tab, in the Customize group, click Format Background.
3. In the Format Background pane, beneath Fill click Solid fill to select it.
4. Click the Color down-arrow and select Blue.
5. Click the X in the upper-right corner of the pane to close it.

PROJECT 2: ECO FRIENDLY

You work for an investment firm. You have been asked to help your department develop a short presentation about Eco-Friendly companies for your investors.

Task 1: Remove the Header and Footer from the Notes Master.

1. On the VIEW tab, in the Master Views group, click Notes Master.
2. On the NOTES MASTER tab, in the Placeholders group, click the Header box and the Footer box to disable those two features.
3. In the Close group, click Close Master View.

Task 2: Change this presentation to be viewed in Widescreen (16:9) and ensure the fit.

1. On the DESIGN tab, in the Customize group, click Slide Size.
2. Select Widescreen.
3. Click Ensure Fit.

Task 3: Configure printing option to print Notes Pages for the presentation.

1. Click the FILE tab.
2. Select Print.
3. Beneath Settings, click the second down-arrow to change Full Page Slides to Notes Pages.

(Hint: Notice that Notes Pages are now displayed in the print preview window.)

4. Click the encircled left arrow in the upper-left corner to return to the slide presentation.

Task 4: On slide 5, add a **Pareto Histogram** chart using default settings and data.

1. In the Navigation Pane on the left, select slide 5.
2. In the slide placeholder, click the Insert Chart icon.
3. In the Insert Chart pop-up window, in the left pane select Histogram.
4. In the list of available Histogram charts, click Pareto.
5. Click OK.

Task 5: Create a **Upward Arrow** Process SmartArt graphic on the last slide.

1. In the Navigation Pane on the left, select the last slide.
2. On the INSERT tab, in the Illustrations group, click SmartArt.
3. In the Choose a SmartArt Graphic pop-up window, in the left pane select Process.
4. In the list of Process graphics, click Upward Arrow.
5. Click OK.

PROJECT 3: BUSINESS CAMP

You are an administrative assistant for an organization that sponsors a Business Leadership Camp for high school and college students. You are updating a presentation on the results of the most recent camp.

Task 1: Configure printing options to print slides 1, 3, and 4 as full page slides.

1. Select slides 1, 3 and 4 by holding down the CTRL button and clicking on them individually.
2. Click the FILE tab to select it.
3. On the left click Print.
4. Beneath Settings click the first down-arrow to change Print All Slides to Print Selection.
5. Click the second down-arrow to ensure that Full Page Slides is selected.
6. Click the encircled left-arrow in the upper-left corner to return to the slide presentation.

Task 2: Prepare this presentation to be printed in **Grayscale**.

1. Click the FILE tab.
2. Select Print.

3. Beneath Settings, click the down-arrow on the last option to change Color to Grayscale.
4. Click the encircled left arrow in the upper-left corner to return to the slide presentation.

Task 3: Format the text on slide 4 into two columns with 0.5" (1.27 cm) spacing between the columns.

1. In the Navigation Pane on the left, select slide 4.
2. Select the border of the content area.
3. On the HOME tab, in the Paragraph group, click Add or Remove Columns and select More Columns ...
4. In the Columns pop-up window, configure the following: Number: 2 Spacing: 0.5" (1.27 cm)
5. Click OK.

Task 4: Add a new shape to the **SmartArt graphic** between "Invite Students from Course" and "Get Accepted to Camp". Insert the text **Enroll Students** into the new shape.

1. In the Navigation Pane on the left, select the slide 5.
2. Select the shape containing the text Invite Students from Course.
3. On the SMARTART TOOLS DESIGN tab, in the Create Graphic group, click the Add Shape down-arrow and select Add Shape After.
4. Click inside the shape and type, **Enroll Students**.

Task 5: On the last slide, change the **animation path** for the MOS Certificate to Square.

1. In the Navigation Pane on the left, select the last slide.
2. Click on the image of the MOS Certificate to select it.
3. On the ANIMATIONS tab, in the Animation group, click the More down-arrow to open the gallery.
4. Beneath Motion Paths, ensure that Shapes is selected.
5. To the right of the gallery, click Effect Options and select Square.

PROJECT 4: POLICE AUCTION

You are an administrative assistant at a police precinct. You've been tasked to modify a slide presentation reporting the sales from the 10th Annual Police Auction.

Task 1: Add **Badge.png Picture** to the bottom right corner of the slide master.

1. On the VIEW tab, in the Master Views group, click Slide Master.
2. In the Navigation Pane on the left, select the Slide Master (top slide)
3. On the INSERT tab, in the Images group, click Pictures.
4. Browse to the GMetrix Templates folder and select **Badge.png**.
5. Click the Insert button.
6. Drag the image to the lower right corner of the slide master.
7. Select the Slide Master tab and click Close Master View.

Task 2: Apply the Smoothly transition effect to all of the slides in this presentation.

1. On the TRANSITIONS tab, in the Transitions to This Slide group, click Effect Options.
2. Click Smoothly.
3. In the Timing group, select Apply To All.

Task 3: Animate the entrance of the list items on the last slide using the **Fly In** effect.

1. In the Navigation Pane on the left, select the last slide.
2. Click anywhere on the list to select it.
3. On the ANIMATION tab, in the Animation group, in the gallery select Fly In.

Task 4: Change the duration of the transition to **".75"** and apply it to all the slides in this presentation.

1. On the TRANSITIONS tab, in the Timing group, change the Duration to .75.
2. Click Apply To All.

Task 5: Merge this presentation with **PoliceAuction_2.pptx** located in the **GmetrixTemplates** folder. Accept only the change made to slide 4.

1. On the REVIEW tab, in the Compare group, click Compare.
2. Navigate to the GMetrixTemplates folder and select PoliceAuction_2.pptx.
3. Click the Merge button.
4. In the Navigation Pane on the left, select slide 4.
5. In the Compare group, click the down-arrow below Accept and select Accept All Changes to This Slide.
6. Click End Review. When prompted, "Are You Sure...?" click Yes.

PROJECT 5: ADVENTURE TRAVEL

A travel agency has hired you to modify a slide presentation on adventure travel in their area.

Task 1: Rename the Untitled Section to **"Intro"**.

1. In the Navigation Pane on the left, just below the title slide, click the section named, Untitled Section
2. Right-click and select Rename Section.
3. Type the name, Intro.
4. Click the Rename button.

Task 2: Apply the **Rotated, White** style to the image on slide 3.

1. In the Navigation Pane on the left, select slide 3.
2. Click the image located on the right to select it and reveal the contextual tab.
3. On the PICTURE TOOLS FORMAT contextual tab, in the Picture Styles group, click Rotated, White.

Task 3: Reposition the center image on slide 5 to **Align Middle** and place it on top of the other two images.

1. In the Navigation Pane on the left, select slide 5.
2. Click the center image to select it and reveal the contextual tab.
3. On the PICTURE TOOLS FORMAT contextual tab, in the Arrange group, click Align.
4. Select Align Middle.
5. Then in the Arrange group, select Bring Forward and click Bring to Front.

Task 4: Use the Spelling feature in PowerPoint to correct all of the spelling errors in this presentation by changing **RockCrawling** to **Rock Crawling**, and **Logging** to **Lodging**.

1. On the REVIEW tab, in the Proofing group, click Spelling.
2. Correct RockCrawling by clicking the Change button to accept the suggestion of Rock Crawling.
3. Correct Logging by selecting Lodging from the suggestion list and clicking the Change button.
4. When you see the message that spell check is complete, click OK.

Task 5: Create a handout by using a feature in PowerPoint to paste the slides into Microsoft Word. Display blank lines next to each slide on the handout. Name the document **Handout.docx** and save it into the **GMetrixTemplates** folder. Close the Handout document after it has been saved.

1. On the FILE tab, select Export.
2. In the Export pane, click Create Handouts. In the pane on the right, click the Create Handouts button.
3. In the Send to Microsoft Word pop-up window, select Blank lines next to slides.
4. Verify that Paste is selected below the feature to Add slides to Microsoft Word document.
5. Click OK. (Hint: It will take a moment for PowerPoint to generate the Word document).
6. In the newly created Word document, click FILE, then SAVE AS.
7. Browse to the GMetrixTemplates folder.
8. Name the file, Handout.docx and click SAVE.
9. Close Handout.docx

PROJECT 6: INTERNET SALES

You work for a marketing firm. You've been tasked to update a presentation about Internet sales.

Task 1: Import **Marketing.rtf** located in the Gmetrix Templates folder to create two new slides immediately following the title slide.

1. In the Navigation Pane on the left, select slide 1.
2. On the HOME tab, in the Slides group, click New Slide and select Slides from Outline...
3. In GMetrix Templates folder, select Marketing.rtf.
4. Click Insert. (Hint: Two new slides should be created titled, "Interesting Statistics" and "Best Ways to Start".)

Task 2: Remove the last slide, titled **Summary**, in this presentation.

1. In the Navigation Pane on the left, select the last slide.
2. Right-click and select Delete Slide

Task 3: Delete the **Word of Mouth** row from the table on the **Generating Income** slide.

1. In the Navigation Pane on the left, select the slide **Generating Income**.
2. Select the row by click anywhere inside the cell containing the text, **Word of Mouth**.
3. On the TABLE TOOLS LAYOUT tab, in the Rows & Columns group, click Delete Rows.

Task 4: Edit the video **End Time** to stop exactly 14 seconds into the video.

1. In the Navigation Pane on the left, select the slide containing the video.
2. Click inside the video window to select it and reveal the video contextual tabs.
3. On the VIDEO TOOLS PLAYBACK tab, in the Editing group, click Trim Video.
4. In the Trim Video pop-up window, change the End Time to 00:14
5. Click OK.

Task 5: Set the video to **Medium volume**.

1. In the Navigation Pane on the left, select the slide containing the video.
2. Click inside the video window to select it and reveal the video contextual tabs.
3. On the VIDEO TOOLS PLAYBACK tab, in the Video Options group, click the box for volume, and select Medium.

PROJECT 7: LAKE VACATIONS

You work for a tourism center near a popular lake in Arizona. You are developing a presentation promoting vacations at the lake.

Task 1: Place the photograph **Boat and Canoe.jpg** from the **GMetrixTemplates** folder into the placeholder located on the right of slide 4.

1. In the Navigation Pane on the left, click on slide 4.
2. In the empty placeholder on the slide, click the Pictures icon. (Hint: You could also go to the INSERT tab, in the Images group, click Pictures.)
3. Browse to the GMetrix Templates folder and select Boat and Canoe.jpg.
4. Click the Insert button.

Task 2: Center align the Equal shapes on slide 5 to the top shape, then **group** the shapes.

1. In the Navigation Pane on the left, click on slide 5.
2. Simultaneously select all of the Equal (=) shapes. (Hint: Hold the CTRL key on your keyboard while clicking on each of the Equal shapes.)
3. On the DRAWING TOOLS FORMAT tab, in the Arrange group, click Align to open the drop-down menu.
4. In the Align drop-down menu, ensure that Align Selected Objects is enabled. If it is not, click to enable it.
5. In the Align drop-down menu, select Align Center.
6. While the shapes are still selected, in the Arrange group, click Group, and then Group again.

Task 3: Insert a legend above the chart on slide 6.

1. In the Navigation Pane on the right, click on slide 6.
2. Click the chart to select it and reveal the contextual tabs for Charts.
3. On the CHART TOOLS DESIGN contextual tab, in the Chart Layouts group, click Add Chart Element.
4. Select Legend and click Top."

Task 4: Convert the text on slide 7 to a **Target List** graphic.

1. In the Navigation Pane on the left, click on slide 7.
2. Select all three of the list items.
3. On the HOME tab, in the Paragraph group, click Convert to SmartArt.
4. From the top row, select Target List.

Task 5: Navigate to the comment by Thor Christensen "Should we show price ranges?" and delete the comment.

1. On the REVIEW tab, in the Comments group, click Show Comments.
2. In the Comments group, click Next. If you see a message pop-up asking if you want to continue searching from the beginning, click Continue.
3. Keep clicking Next until you locate the comment by Thor Christensen that reads, ""Should we show price ranges?"" (Hint: It is on slide 6).
4. After you've located the comment, In the comment group, click Delete. (Hint: You can also click the X in the upper-right of the comment.)"