

## **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!".

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

**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.**

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

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

## **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.

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

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

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

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

## **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.

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

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

**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.

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

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

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

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

**Task 5:** Merge this presentation with **PoliceAuction\_2.pptx** located in the **GmetrixTemplates** folder. Accept only the change made to slide 4.

### **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**".

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

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

**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**.

**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.

### **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.

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

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

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

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

### **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.

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

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

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

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