

PROJECT 1: FUSION TOMO

You are developing a presentation showing the benefits of using the FusionTomo business model.

Task 1: Change the **Slide Master** theme colors to **Blue**.

Task 2: On **Slide 2**, create a bulleted list from the text, **Leading ... decades**. For the bullet, use the picture **MS_TomoLogo.png** located in the **GMetrixTemplates** folder.

Task 3: Insert a new slide 3 using the slide titled **Board of Directors** from **FT Draft.pptx** located in the **GMetrixTemplates** folder.

Task 4: In the right pane of the slide titled **FusionTomo**, insert the video **FusionTomo.mp4** located in the **GMetrixTemplates** folder.

Task 5: Insert a new slide at the end of the presentation by importing the file **Leadership.docx** located in the **GMetrixTemplates** folder.

PROJECT 2: NETWORKING

As a member of the computer IT club at your school, you have been assigned to create a Powerpoint presentation on networking essentials.

Task 1: Apply the **Bevel Perspective Left, White** style to the photo on slide 2.

Task 2: On slide 3, change the video playback to start automatically when the slide loads and redisplay the title screen after the playback is finished.

Task 3: Apply **Style 9** to the **IEEE Wireless Network Standards** chart on slide 4.

Task 4: Modify the design of the table on slide 5 to **Light Style 3 - Accent 6**

Task 5: Change the colors of the graphic on slide 6 to **Colorful Range - Accent Colors 5 to 6**.

PROJECT 3: ROCK CRAWLING

A tourism office in southern Utah has hired you to modify a slide presentation on Rock Crawling in Moab, Utah.

Task 1: Duplicate the slide titled **Most Popular**.

Task 2: Make the slide titled **Other Activities** visible.

Task 3: Display the **date** in the upper-right corner of handouts created from this presentation.

Task 4: Reorder the presentation so the last slide titled **Adventurous Trails** is slide 3.

Task 5: Change the handout settings to print **3 slides per page**.

PROJECT 4: BIKE SALE

You are the administrative assistant for a retail store that sells bicycles. You've been tasked to modify a slide presentation about mountain biking to promote equipment sales.

Task 1: On the title slide, insert a **Colored Outline - Dark Yellow, Accent 2** oval shape, **2"** high and **3.5"** wide (5.08 x 8.89cm). Position the shape behind the image of the biker.

Task 2: On slide 3, add the title **Touring Bikes**

Task 3: On slide 3, create a table in the left placeholder with **3 columns** and **6 rows**. Accept the default style.

Task 4: Create a custom slide show named, **Hardtail Bike Sale** using slides 1, 2, 4 and 6.

Task 5: Disable the Slide Show options for **narrations**, **timings**, and **media controls**.

PROJECT 5:

FISHING

Your family owns a small bait and tackle shop next to a lake popular for its fishing. You are preparing a presentation summarizing the success of a recent fishing derby.

Task 1: Add the text **Summer Success** to the **Subject** property of this file.

Task 2: On slide 2, apply the color **Light Blue** to the text **10%**, **12%**, and **60%** and equalize the character height. Leave all other text unchanged.

Task 3: On slide 2, apply the **Inside Bottom Right** Shadow effect to the sun illustration.

Task 4: On slide 5 crop the image to an **Oval** shape.

Task 5: On the last slide, use the list to create a **Basic Process** SmartArt diagram.

PROJECT 6:

ICE CREAM SHOP

The ice cream shop where you work has asked you to assemble a short presentation on the different flavors available at the shop. You've been tasked to present the features that make this store unique.

Task 1: Locate the center of the slide by displaying the **alignment guides**.

Task 2: Change the chart on slide 3 to a **Clustered Bar**.

Task 3: On the last slide, reorder the shapes so the diagram reads **Quality Ingredients + Exciting Flavors → Amazing Ice Cream**.

Task 4: Apply a transition effect duration of **1.50** to all of the slides in the presentation.

Task 5: Set the Print Options to be High Quality.

PROJECT 7:

SCUBA

You own a small SCUBA diving concession in the Caribbean. You are creating a presentation to promote diving in your local area.

Task 1: Apply the **Ripple transition** to all of the slides.

Task 2: On slide 2, modify the animation so all of the list items enter **From Bottom-Right**.

Task 3: On slide 3, next to the list item **Pay \$75** insert a comment **Update the fee to \$90**.

Task 4: On slide 5, modify the animation so the list items appear in the order **Theory, Skills, Ocean Dive**.

Task 5: Remove all of the **Document Properties** and **Personal Information** from the presentation. Leave all other hidden properties.