

PROJECT 1: BEEKEEPING

You are a beekeeper. Your local Beekeeping Association has asked you to build an introductory presentation for people interested in learning about Beekeeping.

Task 1: Add the outline **BeeBooks.docx** from the **GMetrixTemplates** folder as a new slide at the end of the presentation.

Task 2: Apply the **Two Content** layout to slide 2.

Task 3: Apply page numbering to all the slides except the title slide.

Task 4: Create a new **Custom Layout** in the **Slide Master** that contains only a **Picture** placeholder between the title and footer.

Task 5: Remove the Footer, Date, and Page Number placeholders from the **Blank** Layout in the **Slide Master**.

Task 6: Modify the left **Header** of the **Handout Master** to read **Beekeeping**.

Task 7: Change the view of this presentation to **Slide Sorter** before submitting this project

PROJECT 2: SMARTPHONES

You are an administrative assistant for the Electronics Engineering Department in a University. One of the professors has asked you to make some modifications to a slide presentation he is creating about Smartphones.

Task 1: Add a section between slide 1 and slide 2 named, **History**.

Task 2: Configure printing to print this presentation with notes.

Task 3: On slide 4, apply the WordArt style **Fill - Black, Text 1, Shadow** to the last sentence on the slide, ...**smartphones are very** ...

Task 4: On Slide 4, use Hollow Square Bullets to create a list from the seven lines of text, **Waterproofing ... Folding Displays**.

Task 5: Configure the Slide Show to loop until stopped.

PROJECT 3: CUSTOM CONSTRUCTION

You are the Sales representative for a company that builds custom sheds and outbuildings. You are modifying a sales presentation.

Task 1: Hyperlink the text on slide 2, **Custom Construction**, to the website address **customconstruction.gmetrix.com**.

Task 2: Insert a **Down Ribbon** shape, **1** high and **2.5** wide (2.54 cm x 6.35 cm) on slide 2. Center it in the space in the lower area of the slide.

Task 3: Apply the **Moderate Effect** SmartArt Style to the arrow shape on slide 4.

Task 4: Insert **barn.jpg** from the **GMetrixTemplates** folder into the empty placeholder on slide 3. Size the image **3"**(7.62 cm) high and **6"**(15.24 cm) wide.

Task 5: Apply the **Center Shadow Rectangle** style to the picture on slide 5.

PROJECT 4: CANDY

You are the Sales representative for a company that produces ice cream. You are modifying a presentation to promote custom flavors to your clients.

Task 1: On slide 2, group the image and the text box containing **Our Motto...**

Task 2: On slide 3, create a table in the left placeholder with 1 columns and 10 rows. Apply the **Light Style 3 - Accent 3** style.

Task 3: On slide 3, import the **Flavors.xlsx** table from the **GMetrixTemplates** folder into the right placeholder.

Task 4: Insert a **Pie** chart on slide 4 using default settings and data.

Task 5: Use the list on slide 6 to create a **Basic Timeline** SmartArt diagram.

PROJECT 5: RODEO

You work for a community recreation department who wants to host a professional rodeo. You have been tasked with creating a presentation for potential sponsors.

Task 1: Insert the chart from the file **NFRTicketPrices.xlsx**, located in the **GMetrixTemplates** folder, into the placeholder in the last slide.

Task 2: On slide 6, add an entry at the end of the SmartArt with the text, **Win \$1,000 to receive a permanent PRCA Card**

Task 3: Change the colors of the SmartArt graphic on slide 6 to **Colorful - Accent Colors**.

Task 4: Add the video, **BroncRide.wmv** from the **GMetrixTemplates** folder, to slide 4.

Task 5: On slide 5, change the size of the media window to **4** (10.16cm) high.

PROJECT 6: MOBILE APPS

You are the administrative assistant for a Small Business Support Center in your local community. You are helping to build a presentation about the potential of mobile apps in business.

Task 1: Add a **Wipe** transition to occur only between slide 1 and slide 2.

Task 2: Animate the list on slide 3 so each item will **Appear** individually when the mouse is clicked.

Task 3: Set the Duration to **1** second for the transition on slide two..

Task 4: Configure the transition between slide 4 and slide 5 to begin after 5 seconds if the mouse isn't clicked.

PROJECT 7: CERTIFICATION PROGRAM

You are developing a presentation to promote certification programs to schools.

Task 1: Insert the last slide titled, **Certifications Can Launch Careers**, using the **Certifications.pptx** file from the **GMetrixTemplates** folder into the presentation between slide 1 and slide 2. Keep the source formatting.

Task 2: On slide 3, insert the comment **Update this screenshot**.

Task 3: Mark this presentation as **Final**.

Task 4: Save the presentation into the **GMetrixTemplates** folder as an XPS file named, **Certify.xps**.