

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.

1. In the Navigation Pane on the left, select the last slide.
2. On the HOME tab, in the Slides group, click New Slide and select Slides from Outline...
3. In GMetrixTemplates folder, select BeeBooks.docx.
4. Click Insert.

(Hint: A new slide should be added to the end of the presentation titled, Top 5 Beekeeping Books.)

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

1. In the Navigation Pane on the left, select slide 2.
2. On the HOME tab, in the Slides group, click Layout and select Two Content.

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

1. In the Navigation Pane on the left, select any slide.
2. On the INSERT tab, in the Text group, click Slide Number.
3. In the Header and Footer pop-up window, on the Slide tab, select the following:
 - a. Click the box Slide number to enable it.
 - b. Click the box Don't show on title slide to enable it.
 - c. Click the button Apply to All.

(Hint: A tiny orange-colored page number should now appear in the lower-right corner of 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.

1. In the Navigation Pane on the left, select any slide.
2. On the VIEW tab, in the Master Views group, click Slide Master.
3. On the SLIDE MASTER tab, in the Edit Master group, click Insert Layout.
(Hint: A new layout will be inserted named, Custom Layout Layout.)
4. With the new layout selected, in the Master Layout group, click Insert Placeholder and select Picture.
5. In the space between the title and footer, click-drag to fill the space with the Picture placeholder.
6. On the SLIDE MASTER tab, click Close Master View.

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

1. In the Navigation Pane on the left, select any slide.
2. On the VIEW tab, in the Master Views group, click Slide Master.
3. In the Navigation Pane, select the Blank Layout.
4. Hold down CTRL on your keyboard and on the bottom of the layout slide select the Footer, Date, and Page Number placeholders.
5. Press Delete on your keyboard.
6. On the SLIDE MASTER tab, click Close Master View.

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

1. In the VIEW tab, in the Master Views group, click Handout Master.
2. Click the Header box in the upper-left corner. (HINT: If there is no Header section, check the Header box under the Placeholders group.)

3. Type the word, Beekeeping.
3. In the Close group, click Close Master View.

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

1. In the VIEW tab, in the Presentation Views group, click **Slide Sorter**.
2. Submit this project for scoring.

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**.

1. In the Navigation Pane on the left, click to place your cursor in the space between slide 1 and slide 2.

2. Right-click and select Add Section.

(Hint: an Untitled Section will appear between the slides.)

3. Right-click Untitled Section and select Rename Section.

4. In the Rename Section pop-up window, in the textbox below Section name type: **History**.

5. Click the Rename button.

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

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

1. In the Navigation Pane on the left, select slide 4.

2. Select the text Today's smartphones are very "smart"!

3. On the DRAWING TOOLS FORMAT tab, in the WordArt Styles group, open the WordArt Quick Styles gallery and select Fill - Black, Text 1, Shadow.

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

1. In the Navigation Pane on the left, select Slide 4.

2. Select the the seven lines of text beginning with Waterproofing... and ending with ... Folding Displays

3. In the HOME tab, Paragraph group, click the Bullets down-arrow and select Hollow Square Bullets.

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

1. In the Slide Show tab, in the Set Up group, click Set Up Slide Show.

2. In the Set Up Show window, in the Show options group, click the check box next to Loop continuously until 'Esc'.

3. Click OK.

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.

1. In the Navigation Pane on the left, select slide 2.
2. Select the text Custom Construction.
3. On the INSERT tab, in the Links group, click Hyperlink.
(Hint: You can also right-click and select Hyperlink ...)
4. In the Insert Hyperlink pop-up window, in the left pane, select Existing File or Web Page.
5. Type into Address: <http://customconstruction.gmetrix.com>
6. Click OK.
7. Click anywhere on the slide to deselect the text.

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.

1. In the Navigation Pane on the left, select slide 2.
2. Click the INSERT tab.
3. In the Illustrations group, click the Shapes down-arrow to open the gallery.
4. In the Stars and Banners section, select Down Ribbon.
5. Click and drag to draw the Down Ribbon shape in the empty space in the lower area of the slide.
6. In the DRAWING TOOLS FORMAT tab, in the Size group, use the spinner arrows to change Shape Height to 1 and Shape Width to 2.5. (2.54 cm x 6.35 cm)
(Hint: You can also type the values into the fields).
7. In the Arrange group, click Align and select Align Center.

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

1. In the Navigation Pane on the left, select slide 4.
2. Click the arrow image to select it and reveal the SMARTART TOOLS contextual tabs.
3. Click the SMARTART TOOLS DESIGN tab.
4. In the SmartArt Styles group, click the More drop down arrow.
5. Under Best Match.... select Moderate Effect.

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.

1. In the Navigation Pane on the left, click on slide 3.
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 GMetrixTemplates folder and select Barn.jpg.
4. Click the Insert button.
5. In the PICTURE TOOLS FORMAT tab, in the Size group, use the spinner arrows to change Shape Height to **3"**(7.62 cm) and Shape Width to **6"**(15.24 cm).
(Hint: You can also type the values into the fields).

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

1. In the Navigation Pane on the left, select slide 5.
2. Click the image to select it and reveal the contextual tab.
3. On the PICTURE TOOLS FORMAT contextual tab, in the Picture Styles group, click Center Shadow Rectangle.

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...**

1. In the Navigation Pane on the right, click on slide 2.
2. Simultaneously select the candy image and the text box containing the text, Our Motto... (Hint: Hold the CTRL key on your keyboard while clicking on each item.)
3. On the DRAWING TOOLS FORMAT tab, in the Arrange group, click Group and select Group.

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.

1. In the Navigation Pane on the left, select slide 3.
2. In the left pane, click the Insert Table icon.
3. Configure the Insert Table pop-up window for Columns: 1 and Rows: 10
4. Click OK.
5. On the TABLE TOOLS DESIGN tab, in the Table Styles group, click the More button to open the gallery.
6. In the gallery, select 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.

1. In the Navigation Pane on the left, select slide 3.
2. Click in the right pane to select it.
3. On the INSERT tab, in the Text group, click Object.
4. In the Insert Object pop-up window, click Create from file.
5. Click Browse and navigate to the GMetrixTemplates folder. Select the Flavors.xlsx file and click Open. Click OK.

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

1. In the Navigation Pane on the left, select slide 4.
2. In the slide placeholder, click the Insert Chart icon.
3. In the Insert Chart pop-up window, in the left pane select Pie.
4. In the list of available Pie charts, click the first chart, Pie.
5. Click OK.
6. Close the spreadsheet window by clicking the X in the upper-right corner.

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

1. In the Navigation Pane on the left, click on slide 6.
2. Select all of the list items.
3. On the HOME tab, in the Paragraph group, click Convert to SmartArt. (Hint: You can also right-click and select Convert to SmartArt.)
4. Select Basic Timeline.

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.

1. Select the last slide and select the placeholder.
2. In the Insert tab >> Text group, select Object.
3. In the **Insert Object** window, on the left side, select the option for **Create from File**. Then click **Browse...**
4. Navigate to the GMetrixTemplates folder and double click on NFRTicketPrices.xlsx

5. Click OK

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**

1. In the Navigation Pane on the left, select the slide 6.

2. Select the SmartArt.

(Note: Make sure that you select the SmartArt as a whole and not an individual node)

3. On the SMARTART TOOLS DESIGN tab, in the Create Graphic group, click the Add Shape down-arrow and select Add Shape After.

(Note: The new node shape should be added at the end of the SmartArt)

4. Click the arrow located on the left border of the SmartArt border to open the text window.

5. Click on the bullet for the new shape and type into the text box, **Win \$1,000 to receive a permanent PRCA Card**.

6. Close the text box by clicking the X in the upper-right corner of the box.

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

1. In the Navigation Pane on the left, select slide 6.

2. Click on the SmartArt graphic to select it and reveal the contextual tabs.

3. Click on the SMARTART TOOLS DESIGN contextual tab.

4. In the SmartArt Styles group, click Change Colors to open the menu.

5. Select Colorful Range - Accent Colors.

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

1. In the Navigation Pane, select slide 4

2. In the content placeholder, click the Insert Video icon.

3. In the Insert Video pop-up, next to From a file, click Browse.

(Hint: Alternatively, you could click anywhere inside the placeholder, then on the INSERT tab, in the Media group, click Video and select Video on My PC...)

2. Browse to your GMetrixTemplates folder and select BroncRide.wmv.

3. Click Insert.

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

1. In the Navigation Pane, select slide 5

2. Click on the media object to select it and reveal the contextual tabs.

3. Click on the VIDEO TOOLS FORMAT contextual tab.

4. In the Size group, change the Height to 4. (10.16cm)

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.

1. In the Navigation Pane on the left, select slide 2.

2. Click the TRANSITIONS tab.

3. In the Transitions to This Slide group, click the More button to open the gallery.

4. In the Subtle section, select the Wipe transition.

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

1. In the Navigation Pane on the left, select slide 3.

2. On slide 3, click the text placeholder to select it.

3. Click the ANIMATIONS tab.

4. In the Animation group, click the More button to open the gallery.

5. In the Entrance section, select the Appear transition.

(Hint: Alternately, in the Advanced Animation group click Add Animation and select Appear.)

6. Test the animation by clicking the SLIDE SHOW tab and in the Start Slide Show group, select From Current Slide. Press the Enter key to see each list item appear. When finished testing, click ESC on your keyboard.

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

1. Select slide 2 and click the TRANSITIONS tab.

2. In the Timing group, click the Duration spinner down-arrow to change it to 01.00

(Hint: You can also type the value into the window.)

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

1. In the Navigation Pane on the left, select slide 4.

2. Click the TRANSITIONS tab.

3. In the Timing group, click the After spinner up-arrow to change it to 00:05.00

(Hint: You can also type the value into the window.)

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.

1. In the Navigation Pane, click between slide 1 and slide 2.

2. In the HOME tab, Slides group, click New Slide and select Reuse Slides...

3. The Reuse Slides pane will appear on the right. Click Browse then Browse File... and locate the GMetrixTemplates folder. Select Certifications.pptx and click Open. All of the slides contained in the presentation will list in the Reuse Slides pane.

4. At the bottom of the list, click the box Keep source formatting.

5. Right-click the last slide, Certifications Can Launch Careers, and select Insert Slide. (Hint: Alternatively, you can also click on the slide to insert it.)

6. Close the Reuse Slides pane by clicking the X in the upper-right corner of the pane.

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

1. In the Navigation Pane on the left, select slide 3.

2. On slide, select the image.

3. Click the REVIEW tab.

4. In the Comments group, click New Comment.

5. In the Comment pane on the right type, Update this screenshot.

6. Press the Enter key to commit the comment.

7. Click the X in the upper-right corner of the Comment pane to close it.

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

1. On the FILE tab, in the Info pane, click the button Protect Presentation.

2. Select Mark as Final.

3. When prompted, This presentation will be marked as final and then saved, click OK.

4. In the next pop-up, click OK.

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

1. On the FILE tab, select Export.

2. In the Export pane, click Create PDF/XPS Document. In the pane on the right, click the

Create PDF/XPS button.

3. In the Publish as PDF or XPS pop-up window, browse to the GMetrixTemplates folder and select it.

Configure the following:

File name: Certify

Save as type: XPS Document (*.xps)

5. Click Publish. (Hint: It will take a moment for PowerPoint to generate the XPS document).