

PowerPoint Specialist

Included in this section:

PowerPoint Presentation Tips	204
Project PPT-1: Favorites Menu	205
Project PPT-2: How to Detail a Car . . .	211
Project PPT-3: Laundry Service and More	221
Project PPT-4: Cleaning Demonstration.	229
Project PPT-5: How to Mow a Lawn	241
Project PPT-6: What Will You Be Doing in Ten Years?	249
Project PPT-7: Textbook Review	257

As the Microsoft PowerPoint Specialist for The Office Specialist.com, you will use Microsoft PowerPoint to create and design effective slide show presentations that meet a variety of objectives. Look for the slide icon in the step-by-step project instructions to help you keep track of each slide and its content. Review the Tips and Strategies section for information to help you use the features and functions that are unique to PowerPoint. Refer to the PowerPoint presentation tips on page 204 to help you prepare and plan your presentations.



PowerPoint Presentation Tips

Whether you are an avid user of Microsoft PowerPoint presentation software, or just getting started with the program, there are four major categories to consider when creating and designing a PowerPoint presentation. Following the PowerPoint Presentation Tips below will help you in the preparation of each project in this workbook. Careful preparation, planning, and following these tips will help you create professional, attractive, and eye-catching presentations that you will be proud to showcase.

1. Fonts

- Use no more than two to three fonts throughout the presentation.
- Choose fonts that can be easily read by your audience.
- Unless used for emphasis, avoid italicized fonts, as they are difficult to read.
- Do not use all capital letters, except for titles.
- Make no more than six points per slide and use no more than six to eight words per line.

2. Graphics and Design

- Keep the style of graphic images consistent throughout the presentation.
- Graphics should relate to and enhance the topic of the slide.
- Keep the background consistent and subtle.
- Do not clutter each slide. Leave empty space around text and graphics.
- Use sounds and animation to bring content to life, but do not overuse them.
- Use transitions that match your topic.

3. Color

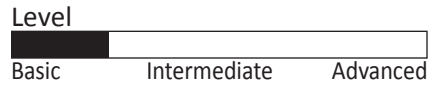
- Choose a color scheme that is easy on the eyes.
- Use dark text on light backgrounds or light text on dark backgrounds. However, dark backgrounds can sometimes make text difficult to read.
- Limit the number of colors on a single slide.

4. Presentation

- Have a classmate proofread your presentation for spelling and grammar and critique it prior to presenting.
- Rehearse your presentation before delivering it to your audience.
- Speak slowly and clearly when presenting.
- Prepare notes to help you deliver an effective and dynamic presentation.
- If the content is complex or lengthy, print out the slide show so your audience can take notes.
- Make your bullet points appear separately so the audience focuses on you (the presenter) rather than on reading the screen.
- To avoid reading directly from the slide, use the points on the slide only as a cue to further describe in detail.

Project #: PPT-1

PowerPoint Specialist



Project Title
Favorites Menu

New Skills:

- Changing line spacing
- Adding slide transitions
- Setting up a slide show to loop continuously



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Lettuce-Do-Lunch

Jazz My Wheels

College Concierge

Squeaky Clean

Lawn Enforcement

PowerPoint Specialist
Project #: PPT-1

Customer Name: Lettuce-Do-Lunch
Assigned to: You, the MS PowerPoint Specialist
Project Title: Favorites Menu
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 16.

Project Description

Lettuce-Do-Lunch is trying some new advertising strategies and would like to create a slide show featuring its menu items. The owner, James Hungry, has decided to feature a Favorites Menu each month, sometimes showing a new menu item, and other times showing a customer favorite. The slide show will be seen while customers order at the counter. He hopes this will be cost-effective and increase attention to the various menu items.

Your Job

As the Microsoft PowerPoint Specialist, you will create a slide show with pictures of the food items being promoted for a specific week within a given month. There will be occasions when some items will repeat. When an item is promoted on the favorites menu, it will have a special price listed on the slide.

Use photos rather than clip art to show the menu items. The owner is allowing you to make the appropriate selections based on the descriptions he has provided.

Tips and Strategies

1. Use only one or two fonts, such as Arial or Helvetica, throughout the presentation.
2. Keep all of the headings (titles) the same point size on each slide.
3. For the body text on each slide, use a point size that can be easily read.
4. Use capital letters for the heading, but not for the body text.
5. Make no more than six statements per slide.
6. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **Project PPT-1 Favorites Menu** in the “PowerPoint Projects” folder within the “Lettuce-Do-Lunch Projects” folder.



4. On **slide 1**, include the following:

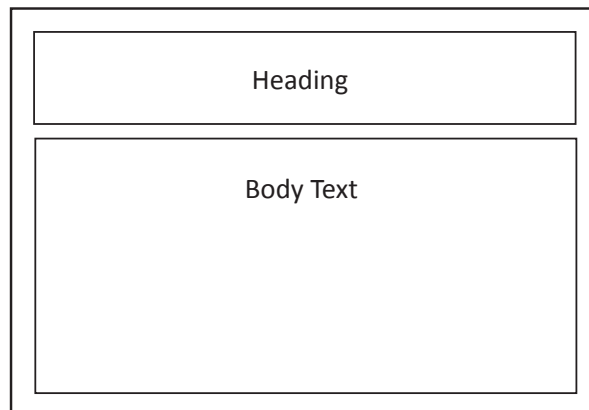
- In the heading text box, key the following title:

LOOK WHAT'S NEW!

- In the body text box, key the following content:

Try one of our featured items
and we'll pay for your
drink and a delicious
homemade cookie!

- Change the line spacing to two lines.



Instructions to the MS PowerPoint Specialist (Continued)



5. On **slide 2**, include the following:

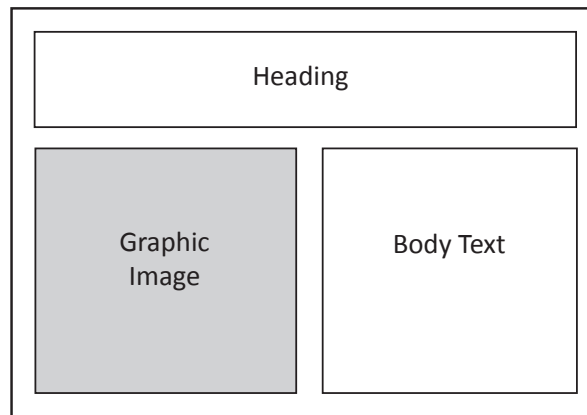
- In the heading text box, key the following title:

CRAZY CHOPPED SALAD

- In the body text box, key the following content:

Inspired classic chopped salad that has finely chopped artichoke hearts, roasted corn, garbanzo beans, diced tomato, cucumber, and fresh basil tossed in a homemade vinaigrette dressing. Price is \$5.50.

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.



6. On **slide 3**, include the following:

- In the heading text box, key the following title:

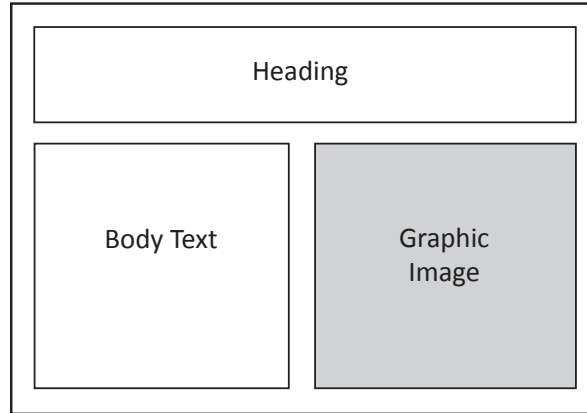
BECA'S SIGNATURE SALAD

- In the body text box, key the following content:

A Southwestern flavor and lots of hearty ingredients, including barbecue chicken, diced tomatoes, cucumbers, red onion, roasted corn, green chili peppers, avocado, grated cheddar cheese, and cilantro, are what make this salad so tasty. The salad is tossed in a creamy ranch dressing and is finished with thin, crunchy tortilla strips. Price is \$5.75.

Instructions to the MS PowerPoint Specialist (Continued)

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.



7. On **slide 4**, include the following:

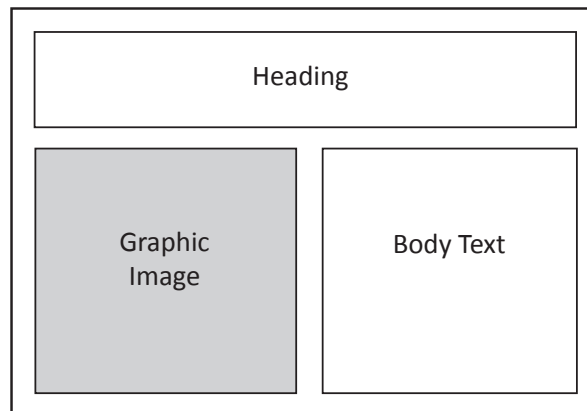
- In the heading text box, key the following title:

SNOWCREST CHICKEN SANDWICH

- In the body text box, key the following content:

This sandwich features a juicy, 7-oz. grilled chicken breast on Ciabatta bread with lettuce, vine-ripened tomato, dill pickle chips, and red onion served on the side. The sandwich comes with its own special mustard remoulade sauce. Price is \$5.50.

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.



Instructions to the MS PowerPoint Specialist (Continued)

8. Set up the slide show to loop continuously.
9. Apply an identical slide transition throughout the presentation.
10. Run the slide show and carefully proofread your work for accuracy, design, and format.
11. Resave the file.
12. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
13. If required, present this presentation to your instructor and/or your class.

Project #: PPT-2

PowerPoint Specialist

Level
Basic Intermediate Advanced



Project Title

How to Detail a Car

New Skills:

- Using WordArt
- Changing background colors
- Formatting text using an emboss effect (optional)
- Formatting an action button



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Jazz My Wheels

Squeaky Clean

College Concierge

Lettuce-Do-Lunch

Lawn Enforcement

PowerPoint Specialist
Project #: PPT-2

Customer Name: Jazz My Wheels

Assigned to: You, the MS PowerPoint Specialist

Project Title: How to Detail a Car

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 17.

Project Description

Jazz My Wheels is developing a curriculum for its staff. One of the support tools being created is a set of slide show presentations. A set of four slide shows will be developed as visual aids to support the classroom experience.

Your Job

As the Microsoft PowerPoint Specialist, you will design and develop the first slide show of the Basic Car Care series titled, "How to Detail Your Car." The job requires you to create eight slides, animation, a different background on the first slide, and an action button.

Tips and Strategies

1. Use one or two fonts, such as Arial or Helvetica, throughout the presentation.
2. Keep all of the headings (titles) the same point size on each slide.
3. For the body text on each slide, use a point size that can be easily read.
4. Use capital letters for the heading, but not for the body text.
5. Make no more than six statements per slide.
6. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **Project PPT-2 How to Detail a Car** in the “PowerPoint Projects” folder within the “Jazz My Wheels Projects” folder.



4. On **slide 1**, include the following:

- Change the background to black.
- In the heading text box, use WordArt to key the following introductory statement, center-aligned:

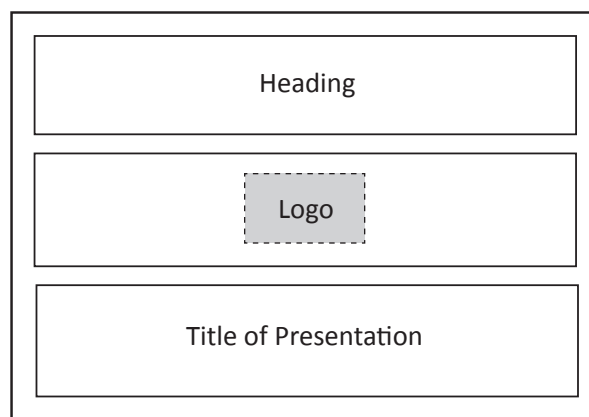
BROUGHT TO YOU BY JAZZ MY WHEELS:

- Insert the Jazz My Wheels logo from the “Logos” folder in the center of your slide. Resize the image so that it is in proportion with the other elements on the slide.
- Below the logo, key the title of the presentation:

How to Detail Your Car

- Select Emboss as the Font Effect (optional) and choose font color white so that it can be seen on the black background as shown in **Figure PPT-2**.

***Tip:** Remember, you will be placing this on a black background, so the color and effect must be easy to read by the audience.*



Instructions to the MS PowerPoint Specialist (Continued)

Figure PPT-2



Use this example as inspiration for your presentation.

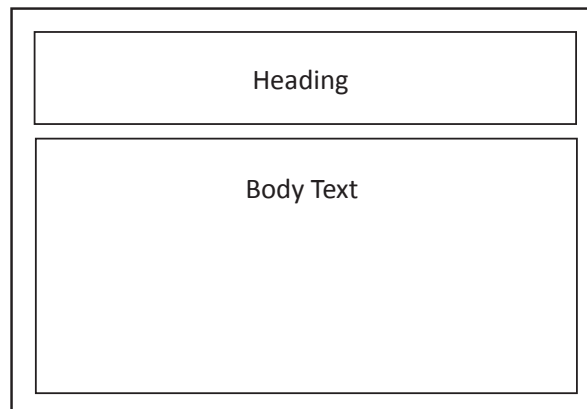
Instructions to the MS PowerPoint Specialist (Continued)



5. On **slide 2**, include the following:

- Select either a Design Template or a Color Scheme that best fits this type of presentation. Apply this choice to all remaining slides.
- In the heading text box, key the following title:

TOOLS OF THE TRADE
- In the body text box, key the following content using bullets:
 - vacuum cleaner
 - variety of rags
 - various sizes of small brushes
 - plastic spray bottles



Instructions to the MS PowerPoint Specialist (Continued)

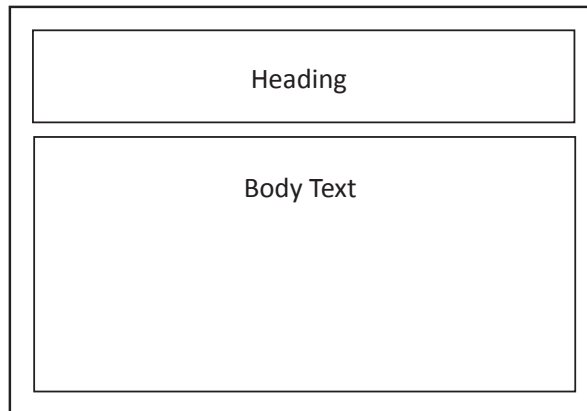


6. On **slide 3**, include the following:

- In the heading text box, key the following title:

CONTINUED

- In the body text box, key the following content using bullets:
 - canned air (used on computer keyboards)
 - upholstery or leather cleaner
 - carpet stain cleaner
 - all-purpose cleaner
 - surface protector for vinyl/leather surfaces



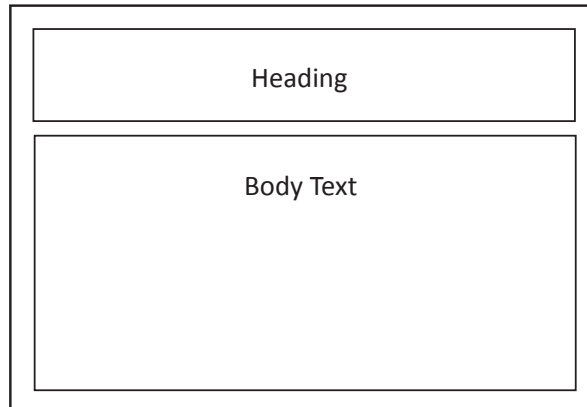
7. On **slide 4**, include the following:

- In the heading text box, key the following title:

DETAILING THE INTERIOR

- In the body text box, key the following content using bullets:
 - carpets—vacuum and remove stains
 - upholstery—vacuum and remove stains
 - door jams—clean metal and plastic
 - door interiors—clean surfaces and crevices

Instructions to the MS PowerPoint Specialist (Continued)

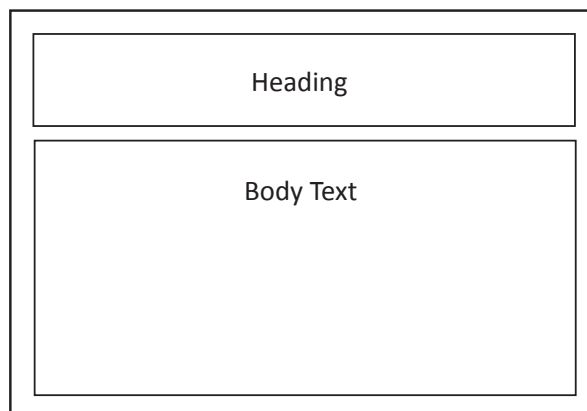


8. On **slide 5**, include the following:

- In the heading text box, key the following title:

CONTINUED

- In the body text box, key the following content using bullets:
 - inside windows—wipe clean, then dry
 - steering wheel and column—dust, dry, and use surface protectant
 - dashboard—clean with small brushes
 - center console—use detailing tools and a thick cloth



Instructions to the MS PowerPoint Specialist (Continued)



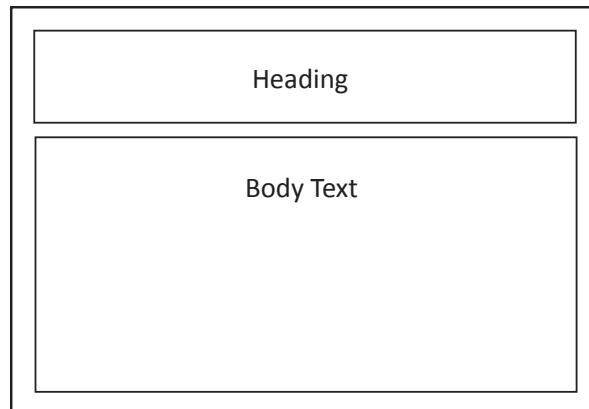
9. On **slide 6**, include the following:

- In the heading text box, key the following title:

DETAILING THE EXTERIOR

- In the body text box, key the following content using bullets:

- Start with the wheels--no detergent in solution
- Change water and add car wash soap
- Wash car with clean rags and soapy solution
- If a rag becomes dirty, use a clean one
- Use smaller brushes and tools around headlights
- Rinse everything well with clean water



10. On **slide 7**, include the following:

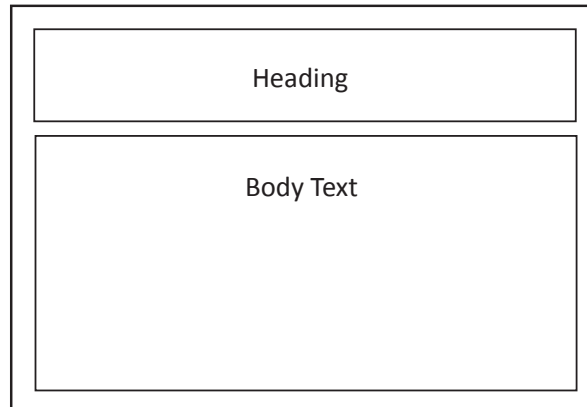
- In the heading text box, key the following title:

CONTINUED

- In the body text box, key the following content using bullets:

- To dry the car, use only a chamois or cotton cloth
- Blow away standing water with a hair dryer
- Wax the car
- After the wax dries, wipe away with a brush
- Use a newspaper to clean the windows and mirrors

Instructions to the MS PowerPoint Specialist (Continued)



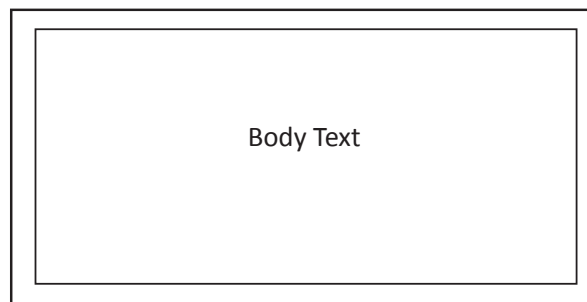
11. On **slide 8**, include the following:

- Key the following text:

This may seem like a lot of work, but it's a good idea to detail your car every few months. This will keep your car looking nice for many years.

Plus, who doesn't love driving around in a fresh, spotless vehicle?

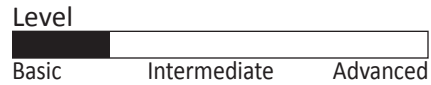
- Insert an action button that will link back to slide 1.
- Format the action button so that it coordinates with the other elements on this slide.



12. Run the slide show and carefully proofread your work for accuracy, design, and format.
13. Resave the file.
14. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
15. If required, present this presentation to your instructor and/or your class.

Project #: PPT-3

PowerPoint Specialist



Project Title

Laundry Service and More

New Skills:

- Using text boxes
- Inserting a graphic and resizing it
- Running a slide show
- Saving the presentation
- Printing using handouts
- Using bullets



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College Concierge

Squeaky Clean

Lawn Enforcement

Lettuce-Do-Lunch

Jazz My Wheels

PowerPoint Specialist
Project #: PPT-3

Customer Name: College Concierge

Assigned to: You, the MS PowerPoint Specialist

Project Title: Laundry Service and More

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

University of Learning will be holding a Welcome to Our Campus Orientation. College Concierge is creating a Microsoft PowerPoint presentation for their client, University of Learning, that will showcase the new student services being offered.

Your Job

As the Microsoft PowerPoint Specialist, you will develop a slide show that is clear and to the point, simple to follow, and interesting enough to keep the viewer's attention. The client will provide the content, but it will not be broken down in a simplistic way, so you will need to make some decisions about what and how much to include.

Tips and Strategies

1. Use no more than two font styles throughout the presentation.
2. Color should be added to keep the viewer's attention. Take care to make sure the colors you select will coordinate well with one another. For example, you could make the headings dark green and the subheadings light green, because those colors work well together.
3. Keep all of the headings (titles) the same point size on each slide. Consistency is important.
4. For the body text on each slide, use a point size that can be easily read.
5. All slides must include a consistent background.
6. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **Project PPT-3 Laundry Service and More** in the “PowerPoint Projects” folder within the “College Concierge Projects” folder.



4. On **slide 1**, include the following:

- In the heading text box, insert the university's logo, left-aligned, from the “Logos” folder. Resize the image so that it is in proportion with the other elements on the slide.

- In the heading text box, to the right of the logo, key in the following title:

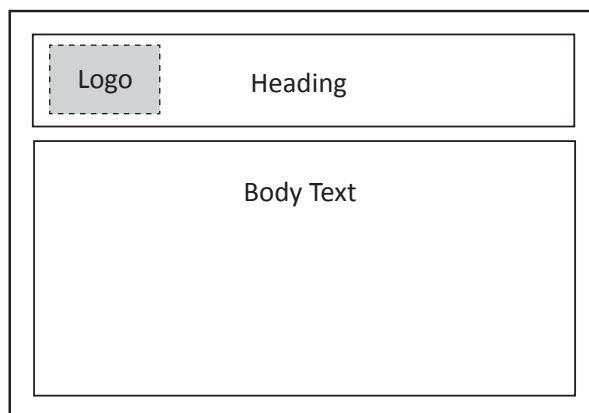
New Student Services

- In the body text box, key the following content, left-aligned:

Welcome to Our Campus Orientation

<Current date>

Presented to: Student Services at U of L



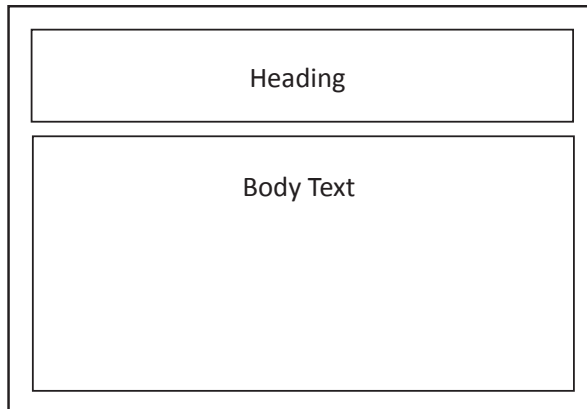
Instructions to the MS PowerPoint Specialist (Continued)



5. On **slide 2**, include the following:

- In the heading text box, key the following title:

Student Laundry Service
- In the body text box, key the following content using bullets:
 - Service provided only to campus dorm residents
 - Service providers will be screened and tested
 - Laundry schedule established between both parties
 - Supplies not provided
 - Cash and carry at time of laundry pickup



6. On **slide 3**, include the following:

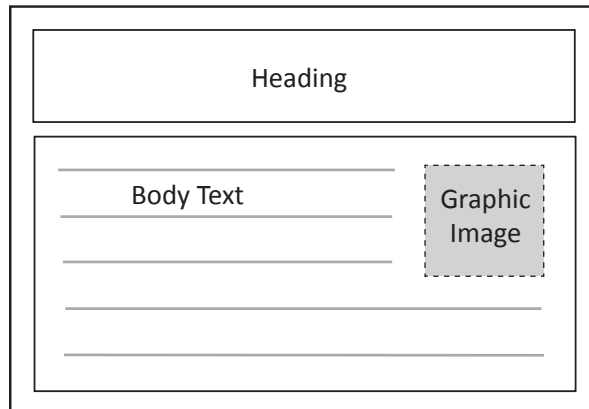
- In the heading text box, key the following title:

Additional Laundry Services
- In the body text box, key the following content using bullets:

Select one or more for an additional cost:

 - Wash and fold service
 - Sort clothes by like colors and wash speeds
 - Stain removal
 - Steam and/or press
 - Minor mending
- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.

Instructions to the MS PowerPoint Specialist (Continued)

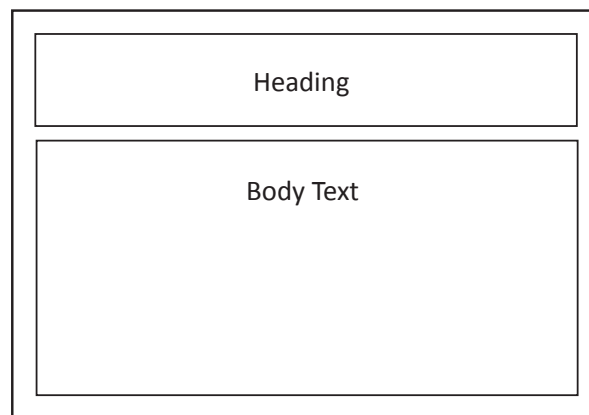


7. On **slide 4**, include the following:

- In the heading text box, key the following title:

There Is More To Be Offered
- In the body text box, key the following content using bullets:
 - Room clean up: vacuum and dust
 - Organize study space
 - Bookstore purchases
 - Travel arrangements
 - Personal shopping
 - Car wash
- Apply custom animation effects to this slide.

Tip: For the first slide with animation, keep it simple by using one effect for the heading and a second effect for the body text.



Instructions to the MS PowerPoint Specialist (Continued)



8. On **slide 5**, include the following:

- In the heading text box, key the following title:
 Why Are These Services Becoming Popular on College Campuses?
- In the body text box, write a brief explanation from your perspective that states how the New Student Services will benefit students living away from home. For example:
 Students are too busy studying and don't have time for chores.

Tip: Bullets will be the most effective way to display your answers to the heading question.

Heading
Compose two to three sentences (or a bulleted list) that explain how students will benefit from using the New Student Services.

Instructions to the MS PowerPoint Specialist (Continued)



9. On **slide 6**, include the following:

- In the heading text box, key the following title:

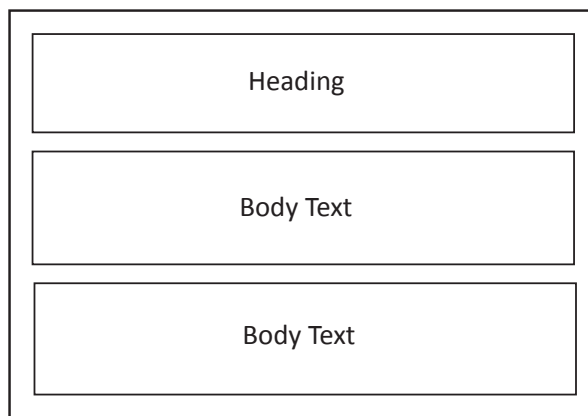
It Is Decision-Making Time

- In the first body text box, key the following content using bullets:

Answer the following questions for yourself:

- Do you have piles of laundry?
 - Do you need buttons sewn back on your jeans?
 - Is your refrigerator empty?
 - When did you vacuum last?
 - Has it been forever since your car was washed?
 - Do you need to book a flight home for the holidays?
- Key the following Mission Statement in the second body text box:

“Help make campus life easier for all!”



Instructions to the MS PowerPoint Specialist (Continued)



10. On **slide 7**, include the following:

- This final slide will not follow the previous slide format. Instead, it will end with a graphic with animation and a call to action. Be creative and balance the text with a graphic image that will portray your message.
- Insert a text box that includes a concluding statement. This closing should encourage the action you want the audience to take.
- Insert a graphic image to enhance the text being presented on this slide. Choose an image that will demonstrate the action you want the audience to take (which is to accept the proposed idea of adding a variety of support services). Resize the image so that it is in proportion with the other elements on the slide. Apply animation to the image.



11. Run the slide show and carefully proofread your work for accuracy, design, and format.
12. Resave the file.
13. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
14. If required, present this presentation to your instructor and/or your class.

Project #: PPT-4

PowerPoint Specialist



Project Title

Cleaning Demonstration

New Skills:

- Creating a custom color scheme
- Using text wrap
- Using a numbered list
- Formatting a numbered list
- Formatting a bulleted list



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Squeaky Clean

Lawn Enforcement

College Concierge

Lettuce-Do-Lunch

Jazz My Wheels

PowerPoint Specialist
Project #: PPT-4

Customer Name: Squeaky Clean

Assigned to: You, the MS PowerPoint Specialist

Project Title: Cleaning Demonstration

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 15.

Project Description

Squeaky Clean has come up with a marketing idea to offer a presentation showing cleaning demonstrations to youth organizations in the area. Create a PowerPoint slide show for Squeaky Clean that provides a short presentation about their services. The audience will be youth organizations whose participants' mothers have complained that their kids are not motivated to do their chores. Squeaky Clean wants to offer some cleaning tips to get the results that will keep the moms happy and encourage the teens to willingly and efficiently do their chores.

Your Job

As the Microsoft PowerPoint Specialist, you will develop a slide show that is easy to follow, fun for the viewers, and appropriate for the subject matter. Use a background color, insert some action buttons, and add a lot of animation to keep the audience engaged. However, remember the rule about limiting the animation effects to two per slide. The content will be provided by Squeaky Clean.

Tips and Strategies

1. Use as many as three font styles for this slide show. Pick the primary font and use a limited amount of the third font selected. For example, if you are using a graphic and want to use a callout shape to suggest that the graphic character is speaking, that text would be a third and unique font.
2. Choose a font and color scheme that works well with the message being conveyed to the audience. To select a color scheme, on the Menu Bar, select Slide Show and then select Animation Schemes from the drop down box. Then click Color Schemes.

Tips and Strategies (Continued)

3. For each slide, use a point size that can be easily read by the audience. Typically, the heading text is larger than the body text.
4. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **PPT-4 Cleaning Demonstration** in the “PowerPoint Projects” folder within the “Squeaky Clean Projects” folder.



4. **On slide 1**, include the following:

- Insert the Squeaky Clean logo from the “Logos” folder in the upper left-hand corner of your slide. Resize the image so that it is in proportion with the other elements on the slide.
- In the body text box, key in the introductory content:

Today’s presentation is brought to you by:

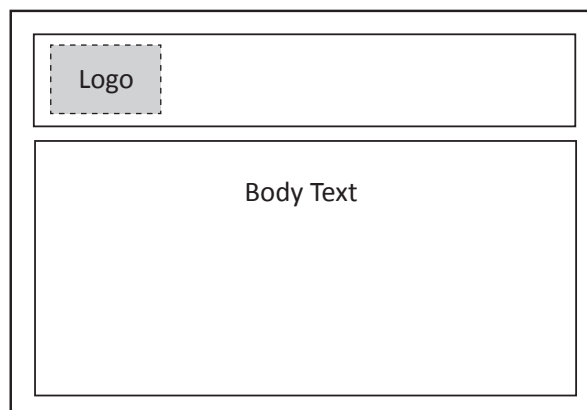
Squeaky Clean

Our guest speaker is:

Marie Whiteglove, Owner

She plans to share a few of her best-kept cleaning tips with demonstrations!

- Create a custom color scheme and apply it to all slides in the presentation.



Instructions to the MS PowerPoint Specialist (Continued)



5. On **slide 2**, include the following:

- In the heading text box, key the following content:

Welcome Everyone!

- In the body text box, key the following content:

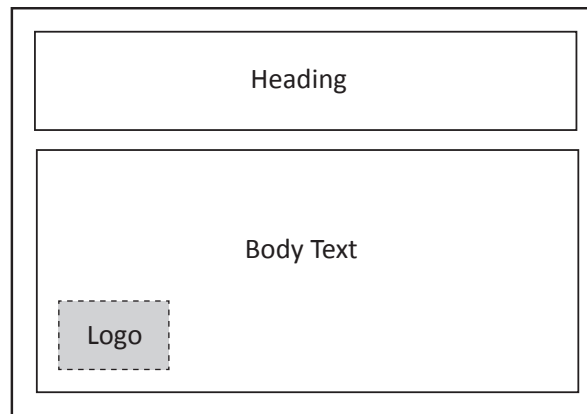
Well, we probably all have one thing in common,
and that is we don't like to do CHORES!!

How do we deal with this, especially since they just won't go away?

With some special SECRETS I've discovered along the way...

- Insert the Squeaky Clean logo from the "Logos" folder in the lower left-hand corner. Resize the image so that it is in proportion with the other elements on the slide.

Note: The purpose for the logo being displayed on the first two slides is to help create a visual reminder of the company doing the presentation.



Instructions to the MS PowerPoint Specialist (Continued)



6. On **slide 3**, include the following:

- In the heading text box, key the following title:

Why I Started Squeaky Clean

- In the body text box, key the following content:

I had to do my chores whether I wanted to or not.

If I had to do them, I only wanted to do them once.

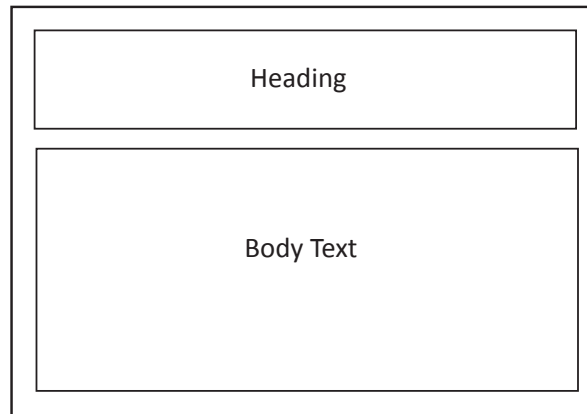
To do them once meant I had to learn how.

I asked myself, “Who do I know that seems to know what clean is?”

Yes, you are right, someone who seemed to like to clean—my Godmother!

Note: The text boxes can be adjusted to fit more text in one or the other boxes when more space for text is needed.

- Add custom animation to each text box.



Instructions to the MS PowerPoint Specialist (Continued)



7. On **slide 4**, include the following:

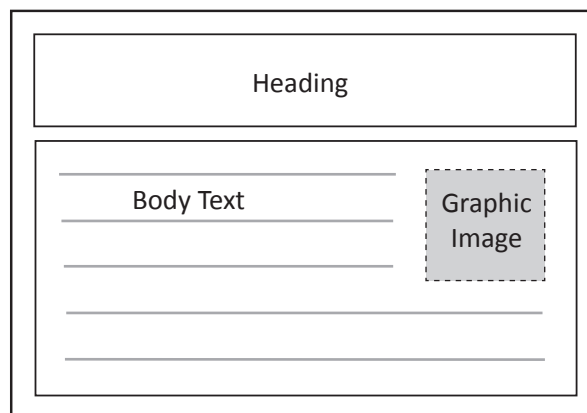
- In the heading text box, key the following title:

My Godmother's Advice

- In the body text box, use the numbering feature to key the following content:

- 1) Change my attitude
- 2) Make it fun—music & dance
- 3) Challenge myself
- 4) Regularly, learn something new
- 5) Ask for feedback and then praise
- 6) Share my experience with friends

- Format the numbered list with a parenthesis.
- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.
- Use the text wrap feature to wrap the text around the image.



Instructions to the MS PowerPoint Specialist (Continued)



8. On **slide 5**, include the following:

- In the heading text box, key the following title and subheading:

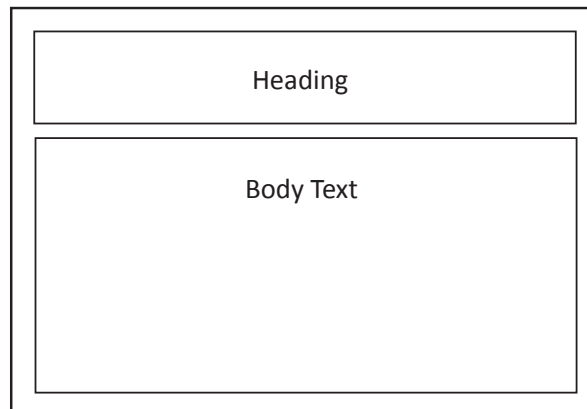
How My Cleaning Secrets Came To Be.

As I asked for help and/or feedback, the secrets came...

- In the body text box, key the following content:

Use a canister vacuum with lots of horsepower because it is easy to move from place to place, but most of all because it has all those wonderful attachments that allow you to reach, bend low, and get corners and edges that carpet and furniture need attention to so regularly.

- Add custom animation that will allow the text to appear on the slide one line at a time.



Instructions to the MS PowerPoint Specialist (Continued)



9. On **slide 6**, include the following:

- In the heading text box, key the following title:

Believe It or Not, Newspaper Works Wonders!

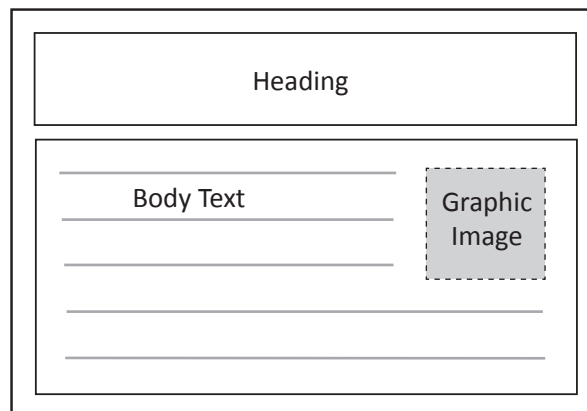
- In the body text box, key the following content:

With a water hose, a little soap and water, a squeegee, and crinkled up newspaper,
you have the makings of the cleanest windows ever.

Who would have thought newspaper would do the trick? But it really works.

My Godmother's neighbor, who delivered newspapers as a boy,
is the one who learned this little trick many years ago.

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide
- Use the text wrap feature to wrap the text around the image.
- Add custom animation that will allow the text to appear on the slide one line at a time.



Instructions to the MS PowerPoint Specialist (Continued)



10. On **slide 7**, include the following:

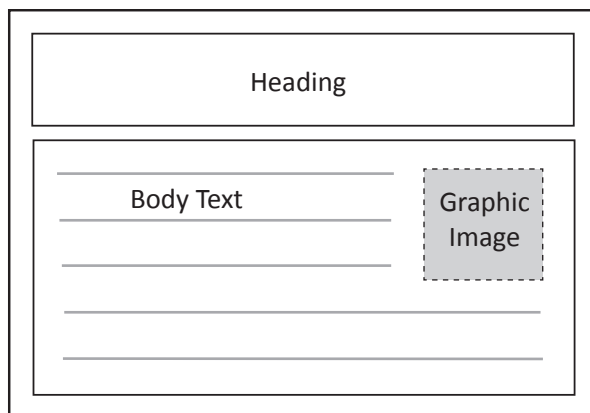
- In the heading text box, key the following title:

Help! My Walls Are All Dusty!

- In the body text box, use the numbering feature to key the following content:

Wow! Everything else is clean except the walls around us. What now?

1. With a long-handled dust mop and cloth, slide the mop up and down the walls and ceilings.
 2. If there are cobwebs, spray a little insect spray on the cloth to discourage them from coming back.
- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide
 - Use the text wrap feature to wrap the text around the image.
 - Add custom animation that will allow the text to appear on the slide one line at a time.

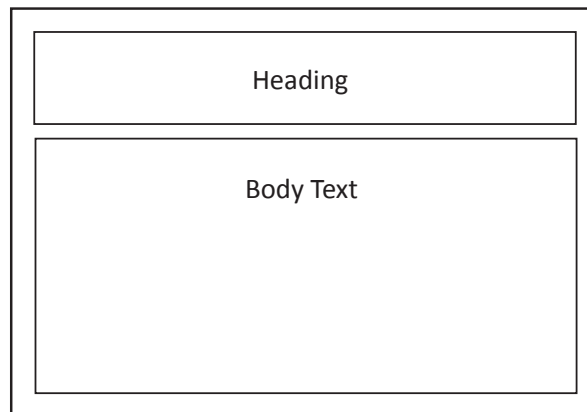


Instructions to the MS PowerPoint Specialist (Continued)



11. On **slide 8**, include the following:

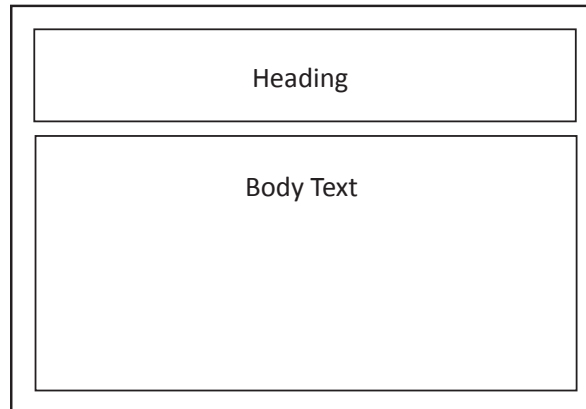
- In the heading text box, key the following title:
What I Discovered
- In the body text box, key the following content using bullets:
 - I was getting pretty good with my chores.
 - I discovered I liked learning new methods to clean.
 - I really didn't dislike it as much as I thought I did!
 - I was getting a lot of praise, and that made me smile.
 - Most importantly, I had found a way to make some extra money!



12. On **slide 9**, include the following:

- In the heading text box, key the following title:
Continued
- In the body text box, key the following content using bullets:
 - I started out offering to do my Godmother's house for a fee.
 - Next, the neighbor wanted my services.
 - Then, I decided to create a flyer and pass it around the neighborhood.
 - In two months, I had four clients a week.
 - I was 18, still in high school, and making more money than my friends!

Instructions to the MS PowerPoint Specialist (Continued)



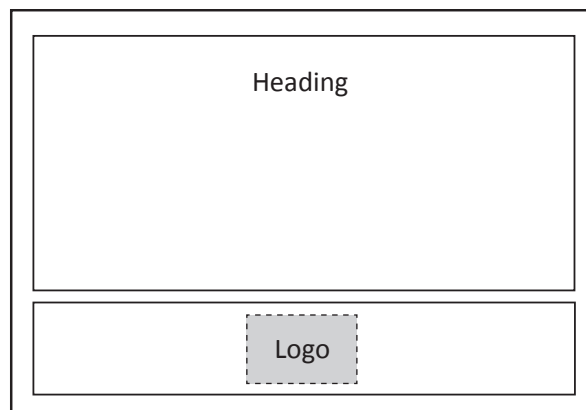
13. On **slide 10**, include the following:

- In the heading text box, key the following content:

Most importantly, I no longer complained about doing my chores, because I could experiment with new methods that I could then offer to my customers as a special service for an extra charge.

Anything is possible when you change your attitude and decide to have a little fun!

- Apply animation to this text.
- In the body text box, insert the Squeaky Clean logo from the “Logos” folder. Resize the image so that it is in proportion with the other elements on the slide.



Instructions to the MS PowerPoint Specialist (Continued)

14. Run the slide show and carefully proofread your work for accuracy, design, and format.
15. Resave the file.
16. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
17. If required, present this presentation to your instructor and/or your class.

Project #: PPT-5

PowerPoint Specialist



Project Title

How to Mow a Lawn

New Skills:

- Applying gradient backgrounds
- Using the arrow tool
- Grouping objects



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Lawn Enforcement

College Concierge

Squeaky Clean

Lettuce-Do-Lunch

Jazz My Wheels

PowerPoint Specialist
Project #: PPT-5

Customer Name: Lawn Enforcement
Assigned to: You, the MS PowerPoint Specialist
Project Title: How to Mow a Lawn
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 18.

Project Description
Lawn Enforcement is beginning to do some outreach programs for teenagers in their local area. Some of their most well-attended events have been those that are presentations at schools offering the “How To” approach. Students in middle school and high school often find themselves having to help out with family chores and are usually eager to earn spending money. An idea blossomed for a school presentation called “How to Mow a Lawn.”
Your Job
As the Microsoft PowerPoint Specialist, you will create a presentation for Lawn Enforcement that demonstrates how to mow a lawn. The owner of the company realized that the first slide show he created was very boring. It had too many words on a slide, was too long, and it didn’t hold the students’ attention. With fewer words on a slide, some animation, and graphics, your finished product will be a great improvement.
Tips and Strategies
<ol style="list-style-type: none">1. Use a maximum of one or two fonts, with a third font that is a little more playful to match the topic when drawing attention to a specific point.2. Keep all of the headings (titles) the same point size on each slide.3. For the body text on each slide, use a point size that can be easily read.4. Use capital letters for the heading, but not for the body text.5. Make no more than six statements per slide.

Tips and Strategies (Continued)

6. Where appropriate, select a graphic that draws attention to the message.
7. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **Project PPT-5 How to Mow a Lawn** in the “PowerPoint Projects” folder within the “Lawn Enforcement Projects” folder.



4. On **slide 1**, include the following:

- In the heading text box, key the following title:

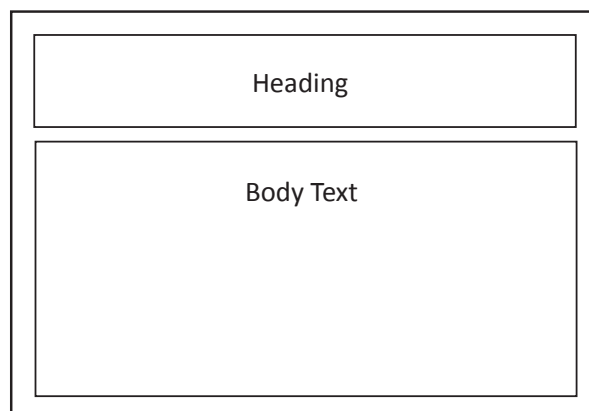
HAVE TO MOW A LAWN, BUT DON'T KNOW HOW?

- Apply a slide transition only to this slide.
- In the body text box, key the following content:

It's easy—a few steps here and a few steps there,
with a little push forward and a little tug back,
in no time at all, our job will be done.

Here's How: 

- Apply animation to this text.
- Use the transition effect on the arrow.

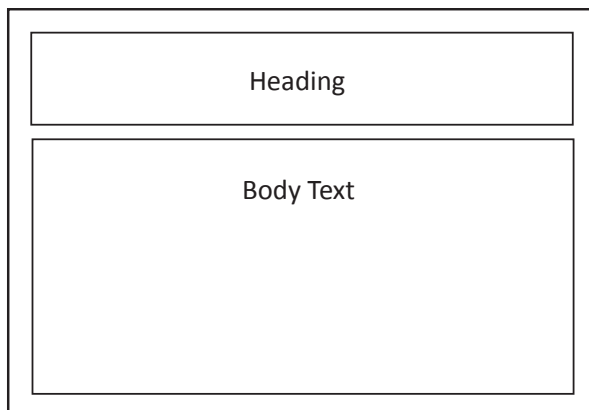


Instructions to the MS PowerPoint Specialist (Continued)



5. On **slide 2**, include the following:

- In the heading text box, key the following title:
BUY OR BORROW EQUIPMENT FOR LAWN MOWING
- In the body text box, use the numbering feature to key the following content:
 1. For a normal size lawn, less than 500 sq. ft., consider a reel mower.
 2. They're simple to use and less noisy than others.
 3. The grass catcher disposes of cuttings easily.
 4. Make sure the mower is in good condition.
 5. After a year, have the blades of the mower sharpened.
- Apply an animation scheme to all of the slides.



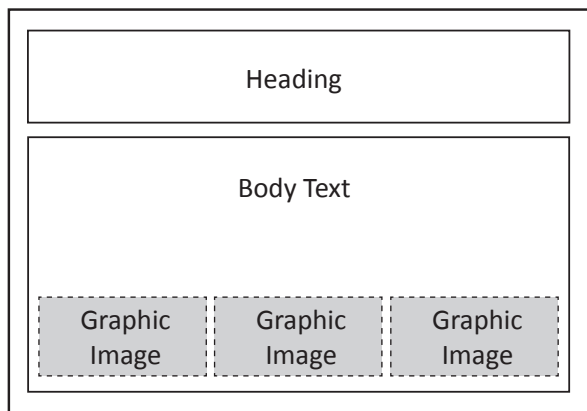
6. On **slide 3**, include the following:

- In the heading text box, key the following title:
BEFORE YOU BEGIN MOWING, CLEAR OBJECTS
- In the body text box, key the following content:

Use a lawn rake to pick up branches, loose stones, dog bones, small toys, or anything that might get caught in the lawn mower blades or that could fly out of the discharge chute (at up to 200 mph) to hurt you or someone else.

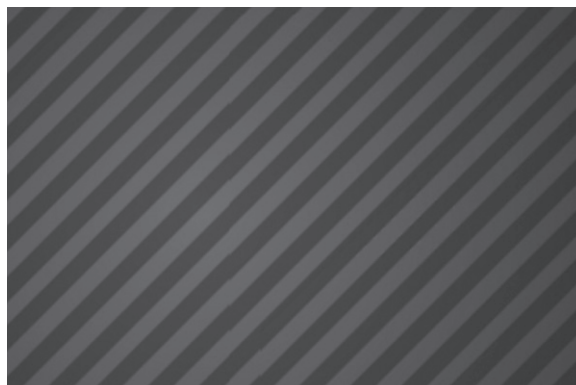
Instructions to the MS PowerPoint Specialist (Continued)

- Insert three graphic images to enhance the text being presented on this slide. Resize the images so that they are in proportion with the other elements on the slide.



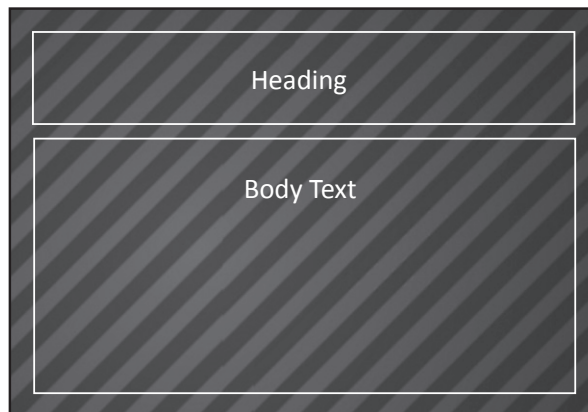
7. On **slide 4**, include the following:

- In the heading text box, key the following title:
MOW THE LAWN IN A PATTERN
- Apply a two-color patterned background scheme to this slide only. Choose colors that are similar to the colors of green grass.



Instructions to the MS PowerPoint Specialist (Continued)

- In the body text box, use the numbering feature to key the following content over the patterned background:
 1. Proceed back and forth--NOT around and around in a spiral.
 2. Move quickly so the grass will not catch and clog the blades.
 3. Use a back and forth pattern to create neat, even rows.
 4. Mowing around obstacles, take a pass in one direction, and then the other.



Instructions to the MS PowerPoint Specialist (Continued)



8. On **slide 5**, include the following:

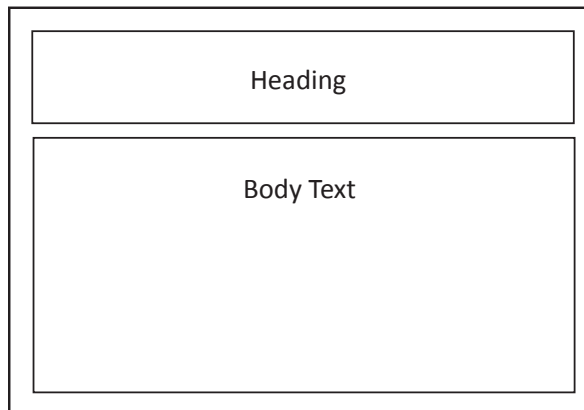
- In the heading text box, key the following title:

USE THE HALF-PASS TRICK

- In the body text box, key the following content:

On every pass, overlap the area you've already mowed by half the width of your lawn mower. This method takes less time and energy because you will cut anything missed the first time. This will also eliminate leaving rough or shaggy patches.

- Select Underline in Animation and apply it to this slide only.



Instructions to the MS PowerPoint Specialist (Continued)



9. On **slide 6**, include the following:

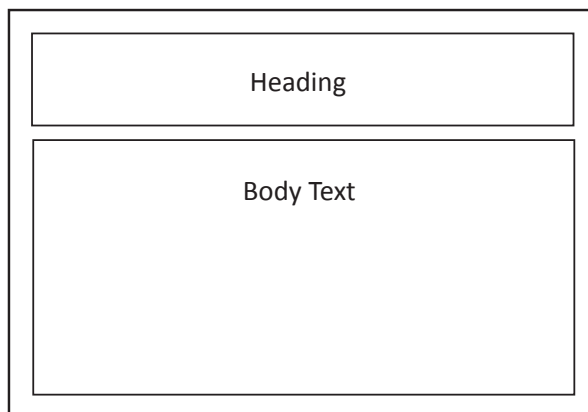
- In the heading text box, key the following title:

TIME TO TIDY UP!

- In the body text box, use the numbering feature to key the following content:

1. Use the lawn rake to gather clippings.
 2. Clean the lawn mower blades with water.
 3. Squirt a little oil on the moving parts to prevent rust.
- It's time to collect your earnings. What do you think the job is worth?

- Apply Slide Transition set at Slow and on Mouse Click.



10. Run the slide show and carefully proofread your work for accuracy, design, and format.

11. Resave the file.

12. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.

13. If required, present this presentation to your instructor and/or your class.

Project #: PPT-6

PowerPoint Specialist

Level

Basic Intermediate Advanced



Project Title

What Will You Be Doing in Ten Years?

New Skills:

- Creating a color scheme
- Using the arrow tool
- Resizing graphic images
- Using auto shapes
- Adding a hyperlink text to a Web site
- Formatting and inserting a table



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College Concierge

Squeaky Clean

Lawn Enforcement

Lettuce-Do-Lunch

Jazz My Wheels

PowerPoint Specialist
Project #: PPT-6

Customer Name: College Concierge

Assigned to: You, the MS PowerPoint Specialist

Project Title: What Will You Be Doing in Ten Years?

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

A teacher from the local high school, Ted Stanton, has assigned a group project for his 10th grade students. They are to create a slide show presentation about what they think life will be like for them in 10 years. The students have challenged the teacher to share his own story as well. Since Mr. Stanton does not know Microsoft PowerPoint nor does he think he has time to create a presentation by the time it needs to be completed, he has come to College Concierge for help.

Your Job

As the Microsoft PowerPoint Specialist, you will develop a slide show that reflects the teacher's thoughts and ideas about the proposed question. It needs to be clear and to the point, simple to follow, and interesting enough to keep the attention of the students.

The client will provide the content. Graphics will play a big part in helping the students relate to the information on each slide, and you will have the final say on what and how much information is needed.

Tips and Strategies

1. Use no more than two font styles throughout the presentation.
2. Use future tense in your presentation.
3. Keep all of the headings (titles) the same font and point size; consistency is important.
4. The presentation should be easy to read, with a good balance of text and graphics.
5. Unless otherwise noted, the layout, design, point size(s), and style(s) for this project will be left for you to decide.
6. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **Project PPT-6 What Will You Be Doing in Ten Years?** in the “PowerPoint Projects” folder within the “College Concierge Projects” folder.



4. On **slide 1**, include the following:

- In the heading text box, key the following title:

WHAT WILL LIFE LOOK LIKE FOR YOU IN 10 YEARS?

- In the body text box, insert a graphic image to enhance the text being presented on this slide. For example, choose an image that depicts Mr. Stanton 10 years from now—running a marathon, playing golf, married, moved to a bigger house, etc. Resize the image so that it is in proportion with the other elements on the slide.

- In the body text box, key the following content:

Presented by: Ted Stanton

Project name: What will I be doing in ten years?

Current date:

- Select a color scheme that reflects the intent of the presentation and apply it to all of the slides.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



Instructions to the MS PowerPoint Specialist (Continued)



5. On **slide 2**, include the following:

- In the heading text box, key the following title:

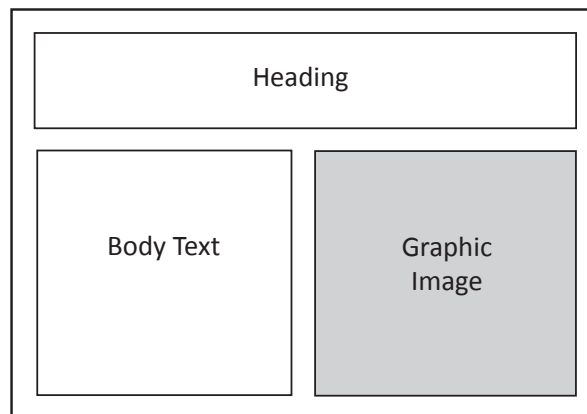
WHERE I WILL BE LIVING

- In the body text box, key the following content:

In 10 years, I see myself living in *Palm Springs, California*.

The reason I see myself living there is because there is sun and golf.

- Insert a graphic of a United States map. Use the arrow tool to point to the city with the state where Mr. Stanton will be living. Resize the image so that it is in proportion with the other elements on the slide.



6. On **slide 3**, include the following:

- In the heading text box, key the following title:

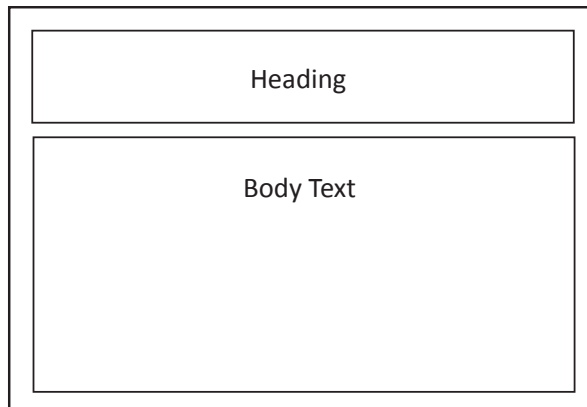
EDUCATION BACKGROUND

- In the body text box, key the following content showing Mr. Stanton's education:

I graduated with a Bachelor of Arts Degree from University of Irvine and a Master of Arts Degree from University of Southern California.

- Add hyperlinks that link to the Web sites of the schools Mr. Stanton attended.

Instructions to the MS PowerPoint Specialist (Continued)



7. On **slide 4**, include the following:

- In the heading text box, key the following title:

CAREER BACKGROUND

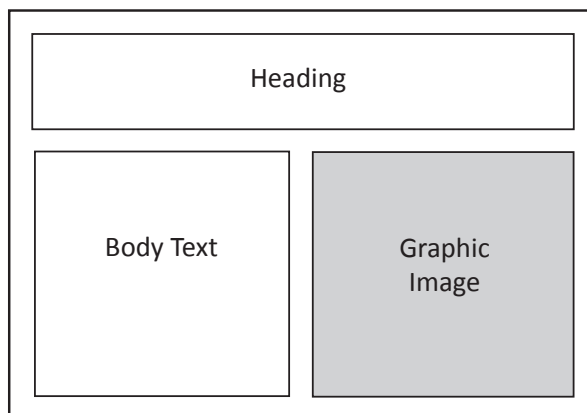
- In the body text box, key the following content:

I am a teacher at Shoreline High School.

In this job, I am responsible for teaching
10th Grade Civics class.

- Insert graphic images to enhance the text being presented on this slide. Resize the images so that they are in proportion with the other elements on the slide.

Tip: Remember to keep the slide consistent regarding font color, point size, style, placement of text, and elements.



Instructions to the MS PowerPoint Specialist (Continued)

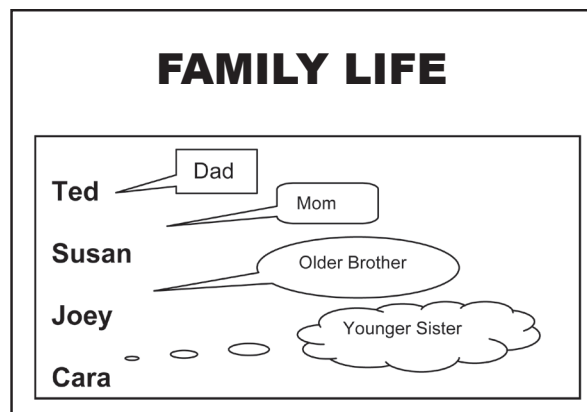


8. On **slide 5**, include the following:

- In the heading text box, key the following title:

FAMILY LIFE

- In the body text box, list the family members' names using Callouts in AutoShapes to identify the relationship of Mr. Stanton with his family. Key the following content:



9. On **slide 6**, include the following:

- In the heading text box, key the following title:

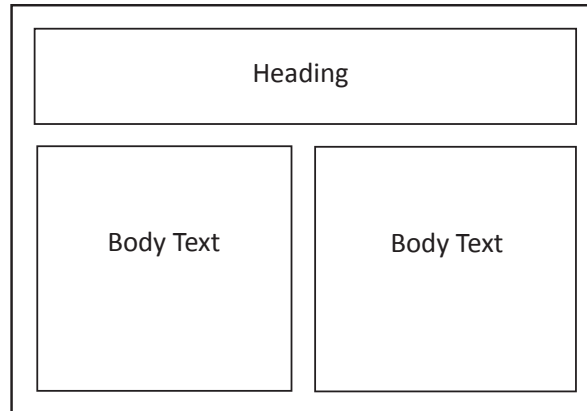
HOBBIES AND INTERESTS

- In the first body text box, key the following content:

In my free time, I enjoy:

- In the second body text box, key the following content using bullets:
 - golf
 - spending time with my family
 - traveling

Instructions to the MS PowerPoint Specialist (Continued)



10. On **slide 7**, include the following:

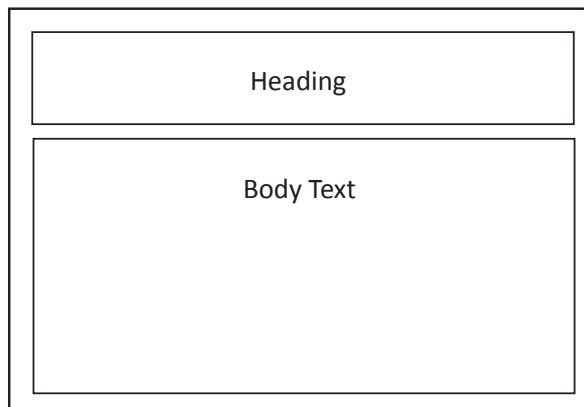
- In the heading text box, key the following title:

TRAVEL

- In the body text box, insert a two column by five row table. Key the following content:

Destination	Year
Hawaii	2014
South of France	2017
England to Ireland	2020
Southern Italy	2022

- Shade the first row of the table to emphasize the column headings.



Instructions to the MS PowerPoint Specialist (Continued)

11. Run the slide show and carefully proofread your work for accuracy, design, and format.
12. Resave the file.
13. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
14. If required, present this presentation to your instructor and/or your class.

Project #: PPT-7

PowerPoint Specialist

Level

Basic

Intermediate

Advanced



Project Title

Textbook Review

New Skills:

- Creating a slide master
- Using a gradient background



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Jazz My Wheels

Squeaky Clean

College Concierge

Lettuce-Do-Lunch

Lawn Enforcement

PowerPoint Specialist
Project #: PPT-7

Customer Name: Jazz My Wheels
Assigned to: You, the MS PowerPoint Specialist
Project Title: Textbook Review
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 17.

Project Description
Jazz My Wheels' proposal to offer a car restoration class at the local tech school has been accepted. The instructors need to choose a good book that participants should read before class begins. They have spent time reviewing book options and are ready to propose their recommendation. They've decided to create a slide show to show the owner and the education leaders at the tech school.
Your Job
As the Microsoft PowerPoint Specialist, you will first create a slide master because the client anticipates adding slides to this presentation from time to time. With the slide master, you will be able to easily add more slides by just adding content to the existing slide master. You will not need to create a new design for them if you have the slide master saved. The client will provide the content. They would like a limited amount of graphics to be used. However, they do want the slides to have a colorful background.
Tips and Strategies
<ol style="list-style-type: none">1. Use no more than two font styles throughout the presentation.2. If changes are needed in the design phase, know that the slide master will allow you to make a global change.3. Keep all of the headings (titles) the same font and point size; consistency is important.4. The presentation should be easy to follow.

Tips and Strategies (Continued)

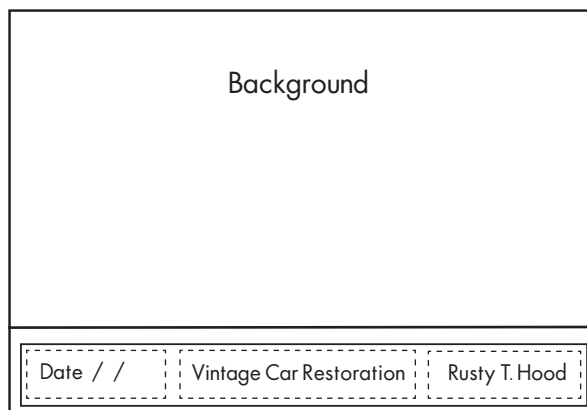
5. Unless otherwise noted, the layout, design, point size(s), and style(s) for this project will be left for you to decide.
6. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **Project PPT-7 Textbook Review** in the “PowerPoint Projects” folder within the “Jazz My Wheels Projects” folder.



4. Create a slide master and include the following:
 - Apply a gradient background.
 - Draw a horizontal line approximately one inch from the bottom of the slide.
 - Left-align the date, center-align the title of the book, and right-align the author’s name.



Instructions to the MS PowerPoint Specialist (Continued)



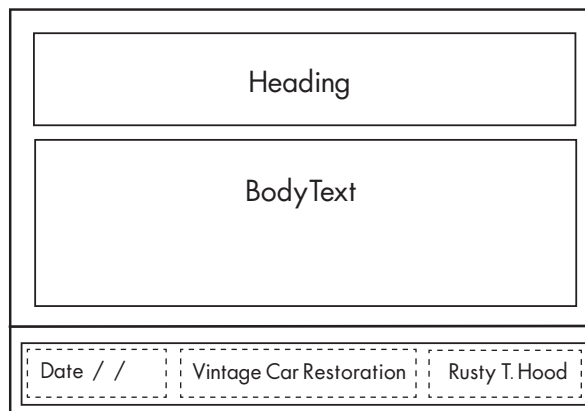
5. On **slide 1**, include the following:

- In the heading text box, key the following title:

THIS PRESENTATION IS A REVIEW OF THE BOOK
RECOMMENDED BY THE INSTRUCTORS

- In the body text box, key the following content:

Review Presented by:
Jazz My Wheels Instructors



6. On **slide 2**, include the following:

- In the heading text box, key the following book title:

VINTAGE CAR RESTORATION

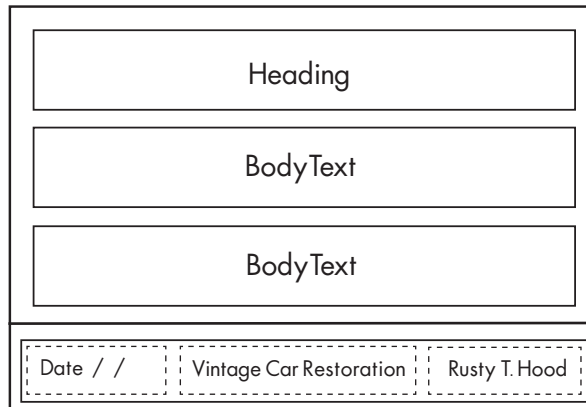
- In the first body text box, key the following content:

Copyright 2011

- In the second body text box, key the following content:

Car Enthusiast Publishing,
3rd edition.
Seattle, Washington. 2004, 357 pages.

Instructions to the MS PowerPoint Specialist (Continued)



7. On **slide 3**, include the following:

- In the heading text box, key the following title:

INTRODUCTION

- In the body text box, key the following content:

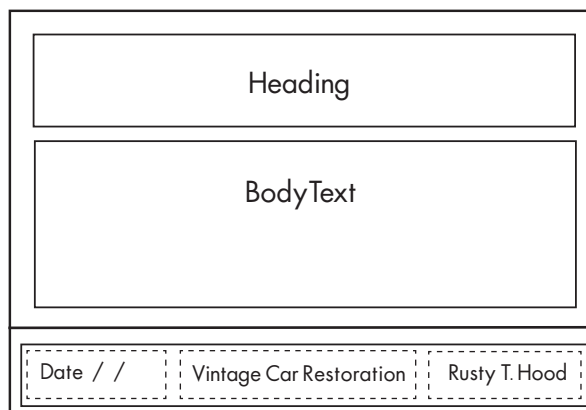
Chapter 1: Things You Need

Chapter 2: Before You Begin

Chapter 3: Types of Cars to Restore

Chapter 4: Interior Restoration

Chapter 5: Body Restoration



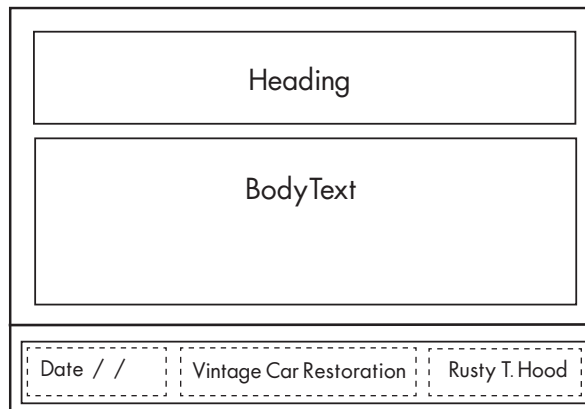
Instructions to the MS PowerPoint Specialist (Continued)



8. On **slide 4**, include the following:

- In the heading text box, key the following title:

THE MAIN THEME
- In the body text box, key the following content using bullets:
 - **Describe the purpose of the book:** This is the perfect book to learn which steps to take when restoring a classic car, as well as practical tips about the restoration process.
 - **Describe the argument or theme of the book:** Does restoring a car seem too daunting a task to think about? This book will teach you how to go about this project in an easy step-by-step process.



Instructions to the MS PowerPoint Specialist (Continued)



9. On **slide 5**, include the following:

- In the heading text box, key the following title:

BOOK SUMMARY

- In the body text box, key the following content using bullets:
 - **Describe the key points:** Learn the difference between repair and restoration, and learn how to do it yourself.
 - **Why this book:** This book will not only teach you the different types of classic cars, but what you need to do to restore the car, where to look for parts, and where you can display your car after it has been properly restored.
 - **Closing argument:** If you are looking for the best practical tips on classic car restoration, this is the book. It has it all.

Heading		
BodyText		
Date / /	Vintage Car Restoration	Rusty T. Hood

Instructions to the MS PowerPoint Specialist (Continued)



10. On **slide 6**, include the following:

- In the heading text box, key the following title:

STRENGTHS AND WEAKNESSES

- In the body text box, key the following content, formatting the two responses using bullets:

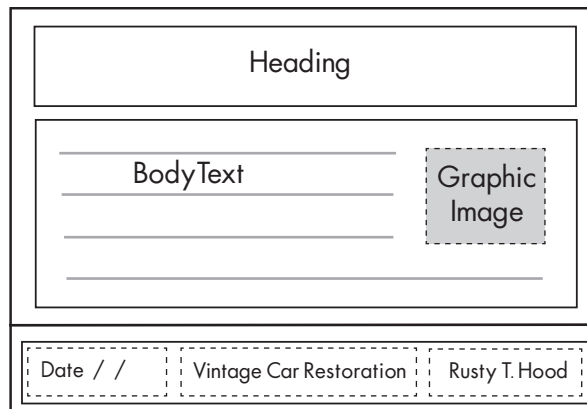
Strengths:

- Very complete list of topics
- Easy progression of material to read

Weaknesses:

- A little over-priced
- Quite a few pages to complete prior to the class beginning

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.



11. Run the slide show and carefully proofread your work for accuracy, design, and format.
12. Resave the file.
13. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
14. If required, present this presentation to your instructor and/or your class.