Company challenge: Leverage lessons learned

In this activity you'll apply what you have learned about Google Slides to help Yousef Amadi at On the Rise solve a business challenge.

For this challenge activity you will use the "On the Rise Bakery best practices sharing" presentation you have been working on throughout this course.

During this activity, you'll use your Google account as if it were Yousef's account.

Task 1

Yousef asks for your help. He explains that Thomas Omar has requested that On the Rise Fort Lauderdale contribute to a Google Slides presentation that will be shared among all On the Rise store owners. You agree and open "On the Rise Bakery best practices sharing."

Yousef tells you that On the Rise Manila has already started work on the content. It's now On the Rise Fort Lauderdale's turn to add a new section. Thankfully, Yousef already has the content prepared. He asks you to add three new slides and provides you on-screen text and speaker notes.

Complete the following steps:

1. Open your Google Slides presentation "On the Rise Bakery best practices sharing_YOURNAME."
2. Add three new slides to the end of the presentation using a "Title and Content" layout.
3. Title the slides:
    a. Current challenges at OTR Fort Lauderdale
    b. OTR Fort Lauderdale successes
    c. Key learning from OTR Fort Lauderdale
4. Copy and paste from OTR Fort Lauderdale best practices information to add text content and speaker notes for each slide.
5. Close the "OTR Fort Lauderdale best practices information" tab.

Task 2

In this task you will be inserting images from the course drive into your presentation. To ensure you can locate them when instructed, click each of the links below to preview the images. Then close the preview tabs.

      a.   OTRbestpractices1
      b.   OTRbestpractices2
      c.   OTRbestpractices3

After you add the text content to each slide, Yousef asks you to add some images to improve the look of the slides. He wonders if the presentation might look better with a colored background and asks you to apply it to all slides.

Complete the following steps:

1. Add images to the new slides as follows and reposition and resize them as needed.
    a. Insert "OTRbestpractices1" into "Current challenges at OTR Fort Lauderdale."
    b. Insert "OTRbestpractices2" into "OTR Fort Lauderdale successes."
    c. Insert "OTRbestpractices3" into "Key learning from OTR Fort Lauderdale."
2. Change the background color.
    a. Select **Background**.
    b. Add a custom color **#cfe2f3ff**.
    c. Select **Add to theme** to apply the color to all slides in the presentation.

Task 3

You show Yousef the presentation and he likes how it looks. He suggests making the presentation more dynamic by adding object animations and slide transitions. You choose the **Flip** slide transition and apply it to all slides in the deck. Next, you apply object animations based on Yousef's instructions.

Complete the following steps:

1. Add slide transitions.
    a. Select **Transition.** Choose **Flip**, adjust the speed, and **Apply to all slides**.
2. Add object animations to the slide "Current challenges at OTR Fort Lauderdale."
    a. Title (Fade in, On click)
    b. Image (Fade in, After previous)
    c. Text (Fade in, On click, By paragraph)
3. Select **Play** to see how your animations look on the slide.
4. Experiment with your own animations on the other two slides.

Task 4

Yousef has a few additional requests before he shares the presentation with the On the Rise Fort Lauderdale internal team. In the current presentation, his store appears after the Manila store. He asks you to reorder the slides so that the Fort Lauderdale store comes first. He also asks you to hide the slide "Owners' message," so that the deck automatically skips this slide when in presentation mode. Finally, he asks you to delete the slide that contains the monthly bestsellers chart.

Complete the following steps:

1. Select the OTR Fort Lauderdale slides.
2. Drag the slides above the OTR Manila slides to reorder the presentation.
3. Right-click on the slide "Owners' message" and select **Skip slide**.
4. Delete the "On the Rise monthly bestsellers" slide.

Task 5

Before sharing the file with Thomas and Seroja, Yousef wants to solicit feedback from the On the Rise Fort Lauderdale internal team. He asks you to create a named version of the current presentation.

He then asks that you share the presentation with the Fort Lauderdale internal team. Make sure they have Commenter permission.

Complete the following steps:

1. Select **File, Version history,** then **Name current version**.
2. Type in "V2" and **Save**.
3. Share the presentation with the Fort Lauderdale internal team as Commenters. Use a colleague's email to represent the Fort Lauderdale internal team, and let your colleague know that you are completing a training exercise. To share silently, uncheck the **Notify people** box when sharing.

Task 6

For this task, you will play the part of someone on the Fort Lauderdale internal team.

Everyone from On the Rise Fort Lauderdale internal team receives an invite to collaborate in Yousef Amadi's presentation. Each team member leaves feedback suggesting changes.

Complete the following steps:

1. Create three comments requesting changes.
2. @mention yourself in at least one of the comments and assign yourself an action item.

Task 7

Yousef sees that the Fort Lauderdale internal team has begun to make changes and leave comments. He asks you to take a look at the feedback and collaborate with the team on his behalf. You review the comments and respond to some of the feedback. Once you are done, you create a new named version of the presentation.

Complete the following steps:

1. Review the comments in the presentation.
2. Make one of the suggested changes and resolve the comment**.**
3. Reply to another comment.
4. Mark the action item as done.
5. Select **File, Version history,** and **Name current version**. Name this version "V3."

Task 8

You show the presentation to Yousef. He states he'd like to review some of the changes that were made. He reviews the version history.

Yousef is happy with the team's updates and asks you to resolve all comments. He then asks you to download the presentation as a PDF.

Complete the following steps:

1. Select **File, Version history,** and **See version history.** Review the changes to the presentation.
2. Resolve any remaining comments.
3. Select **File** and **Download**, then choose **PDF Document (.pdf)**.

Task 9

A few days later, Yousef and the On the Rise Fort Lauderdale team meet for their weekly team meeting. Yousef decides he'd like to present the final version of **On the Rise Bakery best practices sharing** so his team can use it to start a discussion. He asks for your help presenting using the features in Google Slides.

Complete the following steps:

1. Select **Present.**
2. Use the pointer to draw attention to keywords.
3. Enable captions.
4. View the speaker notes (in Presenter view).
5. Check (in Presenter view) how much time has elapsed since the presentation started.
6. Navigate through the slide deck.
7. Exit full screen.
8. Return to edit mode.

Case wrap up

Yousef is happy with the final presentation and thanks you for your help putting it together. He notes that it really helped his internal team discuss their successes and challenges and he is eager to see the impact once the final file is shared with all On the Rise stores internationally. He knows Thomas is eager to have other locations add their sections, so he transfers ownership of the presentation to Thomas.