

PPT19E1 - Practical Component Instructions

Complete the practical component by following these instructions. You will refer to your completed PowerPoint presentation as you answer the 40 questions of the online test. You will not submit or upload your completed PowerPoint presentation to myAOLCC.

Please return these instructions and your completed PowerPoint presentation to your Learning Coach once you have completed the online test.

Please note that these are general and not step-by-step instructions. In this practical component, you will use Microsoft PowerPoint 2019 to perform the following functions:

- Create a new presentation
- Apply a theme
- Change a slide layout
- Insert slides from another presentation
- Format text and lists
- Insert and format shapes
- Insert pictures
- Use Alt text
- Insert and format tables
- Select, format, and arrange objects
- Use animations
- Apply transitions
- View the presentation as a slide show

Instructions

Create a new folder, titled, **My PowerPoint Exam Folder** in your personal folder. Save the files, **Testimonials.pptx** and **Wedding.jpg**, available on the *Practical Component* page, to the **My PowerPoint Exam Folder**.

Complete the following steps using any technique you wish.

1. Open a new blank presentation and save the file as **My Events.pptx** to your personal folder in the folder titled **My PowerPoint Exam Folder**.
2. Create the following four slides using the default layouts.

Slide 1	<div data-bbox="407 695 1338 1220"> <h1>Party Plus</h1> <p>Event Planning Services</p> </div>
Slide 2	<div data-bbox="407 1283 1346 1814"> <h2>Our specialty:</h2> <ul style="list-style-type: none"> • Weddings • Anniversaries • Birthdays • Special Occasions </div>

Slide 3	<p data-bbox="480 289 639 327">We offer:</p> <ul data-bbox="480 375 1101 520" style="list-style-type: none"><li data-bbox="480 375 695 405">• Expert knowledge<li data-bbox="480 415 863 445">• Flexible and professional services<li data-bbox="480 455 1101 485">• A wide range of packages to suit all needs and budgets<li data-bbox="480 495 839 525">• Big discounts on many services
Slide 4	<p data-bbox="480 877 646 915">About us:</p> <ul data-bbox="480 963 1179 1050" style="list-style-type: none"><li data-bbox="480 963 1179 1050">• Party Plus is an event planning company with over 15 years of experience in creating occasions that meet our clients' every expectation.

3. Add a fifth slide using the **Two Content** layout and include the following information:

How we work:

<ul style="list-style-type: none"> • Approximately one hour • Free of charge • Getting to know you • Finding out what you want 	<ul style="list-style-type: none"> • Shortlist suppliers • Arrange appointments • Book and manage all suppliers • Attend the event
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4. Apply the **Quotable** theme to all slides using the **fourth** (pink) variant.
5. Change the layout of the Slide 5 from **Two Content** to **Comparison**, and make the following changes:
 - Add the text, **Initial Consultation**, in the new text box on the left, and the text, **Services**, in the new text box on the right.
 - Increase the font size of the text, Initial Consultation, to **36**, change the color to **Red, Accent 1**, and make it **bold**.
 - Change the bullets to **Arrow Bullets** and change the color of the bullets to **Green, Accent 4**.
 - Copy the formatting that you made to the left side of the slide to the content on the right side.
6. Move **Slide 4, About us**, to follow **Slide 1**.
7. Insert the four slides from the **Testimonials.pptx** file, that you downloaded to the My Exam Folder, at the end of **My Events.pptx**. Ensure keep source formatting is **NOT** selected.
 - Change the variant for the **Testimonials.pptx** slides to the first (teal) variant.

8. Change the layout for Slide 2, **About us**, to **Two Content**.

- insert the **Wedding.jpg** picture, that you downloaded to the My Exam Folder, into the empty placeholder.
- Apply a **4 ½ pt, Red, Accent 1** border to the photo.
- Format the text contained in the placeholder on the left as follows:
 - Remove the bullet.
 - Change the font color to Red, Accent 1.
 - Change the font to Lucida Calligraphy.
 - Change the font size to 24.

9. Create a new slide before the first Testimonial slide, using the **Title and Content** layout.

- Type the title, **This Year**.
- Create a table of 5 rows and 5 columns in the placeholder using the following data:

	Q1	Q2	Q3	Q4
Weddings	6	15	2	10
Anniversaries	9	4	2	6
Birthdays	10	7	6	9
Special Occasions	8	6	3	16

- Apply the **Medium Style1 - Accent 4** table style.
- Change the width of the **Q1, Q2, Q3, and Q4** columns to **1"**.
*Hint: To change the width of a column, select the column and then change the **Width** value in the **Cell Size** group on the **Table Tools Layout** tab.*
- Resize Column A to accommodate the data in full.

10. On the right side of the This Year slide, insert the bunch of balloons 3-D model found on the last line of the **Celebrations** category from **Online Sources**.

- Apply the **Turntable** animation found in the 3D section and set the animation to **Start With Previous** and have a Duration of **4** seconds.

11. Create a new slide at the end of the presentation using a **Blank** layout.

- Format the background with a **Dark Teal, Accent 1** solid fill.
- Insert a **Star: 7 Points** shape from the **Stars and Banners** group, and place it on the left side of the slide.
 - Adjust the height of the shape to **3.5" (9 cm)** and the width to **3.5" (9 cm)**.
 - Apply the **Gradient Fill – Red, Accent 6, No Outline** shape style from the **Presets** section
 - Type the text, **Dream**, into the shape, and format the text as **32 pt, Bold**.
 - Add the Alt Text, **Star shape with Dream text inside**.
- Insert an **Arrow: Right** shape from the **Block Arrows** group to the right of the Dream star shape.
 - Adjust the height of the shape to **2" (5 cm)** and the width to **3.5" (9 cm)**.
 - Apply the **Colored Outline – Red, Accent 6** shape style from the Theme Styles section.
 - Type the text, **Party Plus**, into the shape, and format the text as **32 pt, Bold**.
 - Add the Alt Text, **Arrow shape with Party Plus text inside**.
- Duplicate the Dream star shape and paste it to the right of the Party Plus arrow.
 - Replace the text, **Dream**, with the text, **Realize**.
 - Add the Alt Text, **Star shape with Realize text inside**.
 - Apply the **Spin** animation from the **Emphasis** section. Set the Timing **Duration** of the Effect Options to **1 seconds (Fast)**, and have the animation **Start With Previous**.
- Select the three shapes and **middle align** and **horizontally distribute** them.

12. Apply the **Glitter** transition found in the **Exciting** section to all slides with a duration of **3 seconds**.

- Set the slides except the last slide to advance after **1 second**.
- Set the last slide to advance **On Mouse Click**.

13. Play the Slide Show.

14. Save your file.

Let your Learning Coach know once you have completed your practical component. Keep the presentation open on your desktop so that you will have the information available as you complete the online test.

Your Learning Coach will provide a code for you to access the online test.