

## PPT19E2 - Practical Component Instructions

---

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

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

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:

- edit a layout master
- add page numbers to the slide master
- add a chart
- change a chart layout
- import a chart from Excel
- add a hyperlink to a picture
- apply effects to a picture
- crop the sides of a picture
- remove the background of a picture
- add a SmartArt graphic
- add section Zoom links
- insert a video
- change video settings
- record a presentation
- change slide show settings
- create a custom slide show

## Instructions

Create a new folder, titled, **My PowerPoint Exam Folder** in your personal folder or on your desktop. Save the files from the *Practical Component* page to your **My PowerPoint Exam Folder**.

Before beginning, make sure that you have saved the following files to your **My PowerPoint Exam Folder**:

- Matilda & Izzie.pptx
- Couple baking cake.jpg
- Matilda.jpg
- Izzie.jpg
- White strawberry cake.jpg
- Pink petals cake.jpg
- Matilda and Izzie Top Sellers.xlsx
- Mixing Cake.mp4
- Customer at Bakery.jpg
- Cake with flowers.jpg
- Wedding cake at party.jpg

Complete the following steps using any technique you wish.

1. Open the file **Matilda & Izzie.pptx** and save it as **My Matilda & Izzie.pptx** to your **My PowerPoint Exam Folder**.
2. You will be building a presentation for a company that will be participating in the annual “Innovative Family Business” competition.
3. Type the following text in the title slide: **Matilda & Izzie**  
Type this text as a subtitle: **Healthy Cakes**
4. Remember to save your presentation.

Insert a second slide, using the **Section Header** layout.

Edit the Master layout for the **Section Header** layout and remove the subtitle placeholder box.

Apply the **Section Header** layout again, to make sure the subtitle placeholder box does not appear anymore.

Type or paste this title: **Company Overview**

This is now slide # 2.

5. Insert a new slide, using the **Picture with Caption** layout.

For the content placeholder on the left, insert the picture named **Couple baking cake.jpg** from your personal folder.

For the content placeholder on the right, insert the following title: **Our Story**

Next, insert the text below under the title:

Founded in 2015 by Matilda and Izzie Moran  
Started as an online custom cakes service  
Focuses on the development of healthy products  
Hosts monthly healthy-baking workshops  
Opened downtown bakery last fall

This is now slide # 3.

6. Remember to save your presentation.

Insert a new slide, using the **Title and Content** layout. For the title, use this text: **About Us**

Insert a SmartArt chart with the **Vertical Picture List** layout.

Enter the following text into the top box:

- Matilda Moran started baking at age 10 and created her first signature recipe at age 15.
- Graduated from the Great Valley Culinary School.

Enter this text for the bottom box:

- Izzie Moran has always been passionate about healthy eating and living.
- Graduated from Coventry University School of Dietetics and Human Nutrition.

Now insert the picture named **Matilda.jpg**, from your personal folder into the top picture placeholder.

Next, insert the picture named **Izzie.jpg** from your personal folder into the bottom picture placeholder.

This is now slide # 4.

7. Remember to Save your presentation.

Still on slide # 4, change the SmartArt graph style to 'White Outline'.

8. Now insert a new slide, using the **Section Header** layout. Use this text for the title: **Achievements**

This is now slide # 5.

9. Insert a new slide, using the **Picture with Caption** layout.

In the left placeholder, insert the picture named **White strawberry cake.jpg** from your personal folder.

In the right placeholder, insert the following text:

Title: **We've been busy this past year!**

Bullets:

- Created 20 new healthy recipes for low caloric density cakes
- Launched "Design your cake" app
- Started online monthly workshops for healthy baking

This is now slide # 6.

10. Remember to save your presentation.

Add a new slide with the **Section Header** layout. Use this text for the title: **Healthy Baking Workshops**

This is now slide # 7.

11. Insert a new slide with the **Title and Content** layout.

Use this text for the title: **Attendance to our Healthy Baking Workshops**

Insert a **Clustered Column** chart, using the data below:

	Local	From other cities	International
November	10	8	2
December	25	15	10
January	40	20	35
February	38	32	27
March	50	33	25
April	52	45	32
May	55	48	57

Change the chart layout to 'Layout 5', so that the chart shows the chart title, data table, vertical axis title, vertical axis, and major gridlines.

Use the text **Attendance per Month** as the chart title.

Use the text **Participants** as the vertical axis title.

This is now slide # 8.

12. Remember to save your presentation.

Add a new slide with the **Section Header** layout. Use this text for the title: **Our Top Sellers**

This is now slide # 9.

13. Add a new slide with the **Title Only** layout.

For the title, use this text: **Our Top Sellers.**

Insert the picture named **Pink petals cake.jpg** from your personal folder.

Crop the right and left sides of the picture, so that the focus is on the pink cake.

Then remove the background from the picture, so that only the pink cake is shown.

Hint: remember to use the 'Mark areas to keep' and 'Mark areas to remove' to refine the background removal.

Now move the pink cake picture to the right side of the slide. Leave about 70% of the left side of the slide free.

Open the Excel file named **Matilda and Izzie Top Sellers.xlsx** from your personal folder.

Copy the Excel chart into the PowerPoint slide, using the 'Keep Source Formatting & Embed Workbook' option.

Increase the chart size and also the pink cake size, so that they have similar height.

This is now slide # 10.

14. Remember to save your presentation.

Add a new slide with the **Section Header** layout. Use this text for the title: **What's next?**

This is now slide # 11.

15. Add a new slide with the **Content with Caption** layout.

Enter the title **Social Media Videos** into the text placeholder on the right.

Type or copy the text below into the text placeholder under the title:

Short videos for Social Media promotion

Videos will feature sponsors' healthy products

Insert the video named **Mixing Cake.mp4** from your personal folder, into the placeholder on the left.

Once the video is inserted, change its playback settings so that the video will start automatically.

This is now slide # 12.

16. Remember to save your presentation.

Add a slide with the **Picture with Caption** layout.

Enter the title **New Bakery!** into the text placeholder on the right.

Type or copy the text below into the text placeholder under the title:

Opening next winter

Located near residential area

Insert the picture named **Customer at Bakery.jpg** from your personal folder into the placeholder on the left.

Now insert the picture named **Cake with flowers.jpg** from your personal folder on top of the previous picture you just inserted.

Crop the right side of the **Cake with flowers.jpg** picture, so that only the cake is showing.

Remove the background from the **Cake with flowers.jpg** picture, until only the cake and its golden base appear (remove the white base).

Next, resize the cake picture and place it as if it were inside the display box that the customer is looking at.

Apply the blur artistic effect to the cake picture.

Change the color of the cake picture using the Color Tone option **Temperature: 11200 K**

This is now slide # 13.

17. Add a new slide with the **Section Header** layout. Use this text for the title: **Our Customers**

This is now slide # 14.

18. Remember to save your presentation.

Add a slide with the **Picture with Caption** layout.

Enter the title **Our Customers** into the text placeholder on the right.

Type or copy the text below into the text placeholder under the title:

75% local

30% of sales for special events

10% of sales for baking kits

Insert the picture named **Wedding cake at party.jpg** from your personal folder into the placeholder on the left.

Add a picture border to the **Wedding cake at party.jpg** picture.

The border color should be the same color as the box on the right.

The outline weight should be 1 1/2 points.

This is now slide # 15.

19. Add a new slide with the **Section Header** layout. Use this text for the title: **Thank you!**

This is now slide # 16 and the last slide in your presentation.

20. Remember to save your presentation.

Go back to slide # 1 and switch to **Slide Master** view and edit the Slide masters as follows:

Insert slide numbers for all the slides in the presentation and set it so that the slide number will not appear on the title slide.

Switch back to **Normal** view and make sure the slide numbers are visible on slides # 2 to # 16.

21. Go back to slide # 2.

Create six sections within your presentation, following the instructions below:

- Slides 2-4, section name: **Overview**
- Slides 5-6, section name: **Achievements**
- Slides 7-8, section name: **Workshops**
- Slides 9-10, section name: **Top Sellers**
- Slides 11-13, section name: **What's Next**
- Slides 14-16, section name: **Customers**

Rename the first section at the top, which appears now as **Default Section**, to **Title**

22. Remember to save your presentation.

Now that you have sections in your presentation, create section Zoom links in slide # 2 to the following sections: Achievements, Workshops, Top Sellers, What's Next, and Customers

Resize the section Zoom links thumbnails until they all fit at the bottom of slide # 2.

Use the alignment tools to distribute the section Zoom link thumbnails horizontally across the bottom portion of slide # 2.

23. Go to slide # 10.

Add a hyperlink to the **Pink petals cake** from the Excel file named **Matilda and Izzie Top Sellers.xlsx** in your personal folder.

Use this text as a ScreenTip: **Click on the cake to open the table in Excel**

24. Copy the two cake illustrations from slide # 1 to slide # 16, placing them exactly in the same spots.

25. Apply the **Page Curl** transition to all slides in the presentation.

26. Record the presentation from the beginning without narration or webcam video, allowing 5 seconds for the section header slides and 10 seconds for the other slides, except for slide # 12. Allow 30 seconds for slide # 12.

27. Set the Slide Show settings to be presented by a speaker and to play continuously until **Esc** is pressed.

28. Then, create a show with all the slides. Name the show: **Matilda & Izzie – Award Submission**

29. Play the show.

30. 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 exam.

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