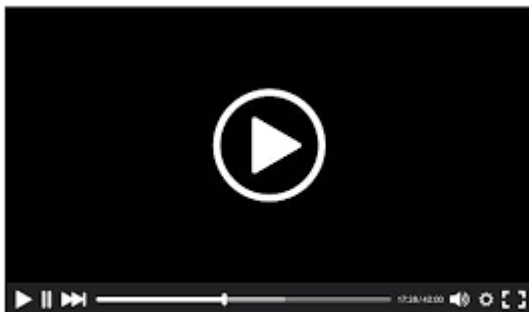


File needed: AshDiebackINCOMPLETE.pptx

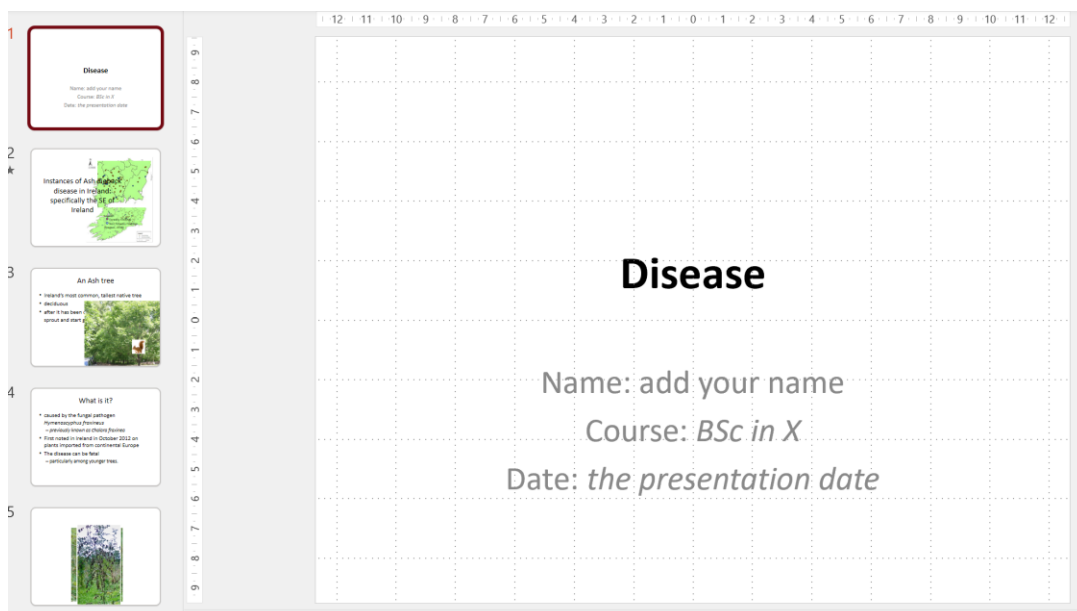


For this, you should download the above file and complete the following instructions to ensure you are familiar with the fundamentals of MS PowerPoint



There is also a video on your site to assist you

Your downloaded file will open and look like this:



SLIDE 1: Change the title “**Disease**” to read “**Ash Dieback Disease**” and complete the other details required as per the cover page template, as seen above

SLIDE 2:

1. Adjust the size of the title “**Instances of..**” placeholder to stop it overlapping the image of the map and instead sit neatly down the left side of this slide

Open the **Animations Pane** (Animations/Animation Pane) for the following:

2. To the bigger full photo of Ireland, add an *entrance effect*, timed to **Start: after previous**
3. To this same photo, add an *exit effect* on click
4. Add an *entrance effect* (you choose which one); timed to **Start: with previous to**
 - a. the photo zooming in on South East of Ireland
 - b. text box including details of the legend
 - c. the two circles with fill colours

HINT: use CTRL key to select multiple images if they are to all have the same effect applied (recall how you also used this in MS Excel)

SLIDE 3:

1. Create an exit effect on the page text (“**Ireland’s most common...**”)
2. Create an entrance effect on the large photo of an Ash tree (timed After Previous)
3. Create an entrance effect on a small squirrel photo (timed After Previous)
4. Select the squirrel and add motion path to move him up the tree (timed After Previous)

SLIDE 4:

1. In this slide with text, add an entrance effect on one bullet point to **enter** after previous and then **exit** after previous, with the timing set to slow (try the “Wipe” effect)
2. Complete this for all bullet points (be consistent i.e. choose and stay with **one** effect type)

SLIDE 5:

1. Add a title “**What does it look like?**”
2. For the three images (for animation purposes spread them across the page so you can easily select one without it being hidden behind the other)
 - a. Enter 1st photo on click and exit on click
 - b. Enter 2nd photo After Previous and exit on click
 - c. Enter 2nd photo After Previous

SLIDE 6 & 7: Add

- a **Thank You** slide and
- an **Any Further Questions?** slide

PRINTING: (1) PRINT PREVIEW A NOTES PRINTOUT
 (2) PRINT PREVIEW 4 PAGES PER HANDOUT