



PPT 1-26 Review

PPT 1-26A PRACTICE: REVIEW ASSIGNMENTS

Data Files needed for the Review Assignments: NP_PPT_1-2.pptx, Support_PPT_1_Anthony.jpg, Support_PPT_1_Meeting.jpg, Support_PPT_1_Standing.jpg, Support_PPT_1_Woman.jpg

Anthony Scorsone, a sales manager in the Houston office of Southwest Insurance Company, is preparing a presentation for the upcoming summer sales meeting. Because his team has sold so many new policies, he has been asked to give a presentation to the branch managers. He will focus on how they can create new business from their current customers by actively selling the new policy types the company sells. He asks you to begin creating the presentation. Complete the following steps:

1. Start PowerPoint and create a new, blank presentation. On the title slide, type **New Sales Leads** as the title, and then type your name as the subtitle. Save the presentation as **NP_PPT_1_Leads** to the drive and folder where you are storing your files.
2. Edit the slide title by typing Developing before "New" so that the title is now "Developing New Sales Leads."
3. Add a new Slide 2 with the Title and Content layout, type **Contact Your Existing Clients** as the slide title, and then in the content placeholder type the following:

**Offer new plans Auto
Boat
Worker's Comp
Offer competitive package pricing
Emphasize your personal connection and service
Contact Anthony Scorsone**

4. Create a new Slide 3 with the Two Content layout, then create a new Slide 4 with the Two Content layout. On Slide 4, add Recipe for Success as the slide title, and then type the following as a numbered list in the left content placeholder:

**Offer new products to existing clients Present to local organizations
Chamber of Commerce Service organizations Professional organizations
Reach out to self-insured with customized packages**

5. Create a new Slide 5 using the Title and Content layout, and then create a new Slide 6 with the Title and Content layout. On Slide 6, add For More Information as the slide title.
6. Use the Cut and Paste commands to move the last bulleted item on Slide 2 ("Contact Anthony Scorsone") to Slide 6 as the first bulleted item in the content placeholder.
7. On Slide 6, remove the bullet symbol from the text you pasted, and then add the following as the next two items in the unnumbered list:

**Email: a.scorsone@sic.example.com
Cell: (281) 555-0187**

8. Click after "Scorsone" in the first item in the list, and then create a new line below it without creating a new item in the list so that there is no extra space above the new line. Type Sales Manager, Houston Office on the new line.



9. Remove the link formatting from the email address.
10. Duplicate Slide 2 ("Contact Your Existing Clients"). On the new Slide 3, do the following:

Edit the title so it is Introduce New Products

Edit the first bulleted item so it is New Products

Delete the second and third first-level bulleted items

11. Delete the blank Slides 4 and 6.
12. Move Slide 3 ("Introduce New Products") so it becomes Slide 2.
13. Change the theme to Banded and choose the second variant.
14. Save your changes, and then close the presentation.
15. Open the file NP_PPT_1-2.pptx, located in the PowerPoint1 > Review folder included with your Data Files, add your name as the subtitle on the title slide, and then save it as NP_PPT_1_Updated to the drive and folder where you are storing your files.
16. Change the theme colors to Orange Red. Change the theme fonts to Cambria.
17. Change the layout of Slide 3 ("Contact Your Existing Clients") to Two Content.
18. On Slide 3, insert the picture Support_PPT_1_Woman.jpg, located in the PowerPoint1 > Review folder. Add Woman on the phone at a desk in an office. as the alt text for this picture.
19. Open the Design Ideas pane if necessary, and then click several of the suggested layouts. When you are finished, close the pane, and then on the Quick Access Toolbar, click the Undo button to reset the slide, and then close the Design Ideas pane.
20. Resize the picture on Slide 3 while maintaining the aspect ratio so that the picture height is 4 inches. Reposition the picture so that its right edge aligns with the right edge of the slide and its top edge aligns with the top edge of the text box containing the list.
21. Change the layout of Slide 4 ("Create Custom Packages for Self-Employed") to Title and Content.
22. On Slide 4, insert the photo Support_PPT_ 1_Standing.jpg, located in the PowerPoint1 > Review folder. Add Business people standing and chatting in a group, holding glasses of water, in an office setting. as the alt text for this picture.
23. Resize the picture on Slide 4 while maintaining the aspect ratio so that the picture height is 4 inches. Reposition the picture so that its right edge aligns with the right edge of the slide and its bottom edge aligns with the bottom of the slide.
24. On Slide 5, insert the photo Support_PPT_ 1_Meeting.jpg, located in the PowerPoint1 > Review folder. Add People in business casual attire at a conference table in an office setting listening to a man speak. as the alt text for this picture.
25. Resize the picture on Slide 5 while maintaining the aspect ratio so that the picture height is 5 inches.
26. Display the rulers and the gridlines, and then crop 1 inch off the bottom of the picture on Slide 5. Resize the cropped part of the picture so that the head of the man standing is about one-eighth of an inch from the top of the picture. Then crop one-half inch off the right side of the picture.

27. Reposition the picture on Slide 5 so that its right edge aligns with the right edge of the slide, its top edge aligns with the gridline at the 1-inch mark on the vertical ruler, and its bottom edge aligns with the gridline at the negative 3- inch mark on the vertical ruler.
28. On Slide 5, change the width of the text box containing the bulleted list by dragging the sizing handle in the middle of the right border of the text box so that the right border aligns with the gridline at the negative 1-inch mark on the horizontal ruler. Then change the height of the text box by dragging the sizing handle in the middle of the top border down so that the top of the text box aligns with the top of the picture.
29. On Slide 6 ("Recipe for Success"), open the Design Ideas pane and click several of the suggested layouts. Then, on the Quick Access Toolbar, click the Undo button and close the Design Ideas pane.
30. On Slide 6, convert the numbered list to SmartArt using the Vertical Block List layout on the Convert to SmartArt menu.
31. On Slide 6, change the SmartArt layout to the Segmented Process layout.
32. On Slide 6, display the Notes pane, and then type Some local organizations to consider are the Chamber of Commerce, service organizations, and professional organizations. as a speaker note. When you are finished, close the Notes pane.
33. On Slide 7 ("For More Information"), increase the size of the text in the unnumbered list to 24 points. Then, in the first bulleted item, select the text "Anthony Scorsone." and format it as bold and 28 points.
34. On Slide 7, insert the picture **Support_PPT_1_Anthony.jpg**, and then **Portrait of Anthony Scorsone** as the alt text for this picture.
35. Crop the photo to the Oval shape. Click the Crop button, and then drag the bottom-middle crop handle up one inch. Reposition the picture so that the top of the picture aligns with the horizontal gridline at the 1-inch mark on the vertical ruler if necessary.
36. Hide the rulers and gridlines.
37. Compress all the photos in the slides to E-mail (96 ppi) and delete cropped areas of pictures.
38. Add your name as an author property, and add **Southwest Insurance Company** as the Company property.
39. Check the spelling in the presentation. Correct the spelling error on Slide 2 by selecting "Liability" as the correct spelling, and the error on Slide 3 by selecting "Emphasize" as the correct spelling. Ignore all instances of Anthony's last name. If you made any additional spelling errors, correct them as well. If your name on Slide 1 is flagged as misspelled, ignore this error. Save the changes to the presentation.
40. Review the slide show in Slide Show and Presenter views.
41. View the slides in grayscale, and then print to **.pdf** the following in color or in grayscale depending on your printer: the title slide as a full-page-sized slide; Slides 2 through 7 as a handout on a single piece of paper with the slides in order horizontally; Slide 6 as a notes page; and Slides 2 through 5 and Slide 7 as an outline.
42. Save and close the presentation and PowerPoint when you are finished and upload printed **.pdf** and **.pptx** files to sakai.



PPT 2-16 Review

PPT 2-16A PRACTICE: REVIEW ASSIGNMENTS

 **Data Files needed for the Review Assignments: NP_PPT_2-2.pptx, Support_PPT_2_Bath.jpg, Support_PPT_2_NewTheme.pptx, Support_PPT_2_Plate.jpg, Support_PPT_2_Sign.jpg, Support_PPT_2_Writing.mov**

The practice manager at Windsor Veterinary Hospital, Brian Sarkar, organizes the hospital's Give Back volunteer program. Through Give Back, hospital employees can participate as volunteers at different events throughout the year. Tereza Gonc;alves offered to help Brian run this program. Brian asked Tereza to help him prepare a presentation that he will use to describe the program to new employees. Tereza created the text of the presentation and asked you to find graphics to include. She also wants you to add animations and transitions to make the presentation more interesting. Complete the following steps:

1. Open the presentation NP_PPT_2-2.pptx, included with your Resource Files, add your name as the subtitle, and then save it as NP_PPT_2_Volunteer to the drive and folder where you are storing your files.
2. Apply the theme from the presentation Support_PPT_2_NewTheme.pptx, included with your Resource Files.
3. Apply the Uncover transition to any slide. Change the Effect Options to From Bottom, and then change the duration to 0.50 seconds. Apply this transition to all of the slides, and then remove it from Slide 1 (the title slide).
4. On Slide 2 ("What Is Operation Give Back?"), add the trademark sign after "Give Back" and before the question mark.
5. On Slide 2, animate the bulleted list with the Fly In entrance animation, and then change the effect so the items fly in from the left.
6. On Slide 2, animate the slide title with the Float In animation, and then change the effect so that the title floats down from the top. Change the duration of the animation applied to the title to 0.50 seconds, and then change the way it starts so that the animation happens automatically after the previous action.
7. On Slide 2, change the order of the animations so that the title animates first.
8. Change the layout of Slide 3 ("2021 Give Back Days") to the custom Title and Table layout.
9. On Slide 3, insert a 3x3 table. Refer to Figure 2-42 to add the rest of the data to the table. Add a row if needed.

Figure 2-42

Data for table on Slide 3

Description	Date	Requirements
Groom animals at city animal shelter	Saturday, April 24	
Clean up city dog parks	Saturday, June 19	
Annual fundraiser dinner for city animal shelter	Sunday, September 12	

- 10.** In the table, delete the third column (with "Requirements" in the first cell).
- 11.** Apply the Light Style 2 -Accent 6 table style.
- 12.** Add a new first column (to the left of the "Description" column). Fill each cell in the new column (except the first cell) with the following pictures, all included with your Resource Files, in order from the second row to the bottom row: Support_PPT_2_Bath.jpg, Support_PPT_2_Sign.jpg, and Support_PPT_2_Plate.jpg.
- 13.** On Slide 3, format the table as follows:
 - Change the font size of all of the text in the table to 24 points. Then change the font size of the text in the top row to 28 points.
 - Change the fill of the first row to Tan, Accent 6, Darker 50%.
 - Change the width of the first column to 20%. Change the width of the second column to 4.25". And change the width of the third column so it is just wide enough to fit its widest entry (which is 3.6").
 - Change the height of rows 2 through 4 to 1.4".
 - Align the text in rows 2 through 4 so it is centered vertically.
 - Change the border between rows 2 and 3 and the border between rows 3 and 4 to a three-point, solid line border using the Tan, Accent 6, Darker 50% color.
- 14.** Reposition the table so it is centered horizontally on the slide and so the smart guides indicate that there is the same amount of space between the bottom of the table and the bottom of the slide as there is between the top of the title text box and the top of the slide.
- 15.** On Slide 4, move the picture of the man serving the couple above the slide and the picture of the dog and the boy below the slide, using the smart guides to position them so the centers of the pictures align with the center of the slide. Then change the layout to the Section Header layout, and type Scenes from Last Year as the title.

- 16.** Duplicate Slide 4. On the new Slide 5, delete the title text, and then change the layout to the Blank layout. Resize the picture of the man serving the couple so it is 7.5 inches high, and then position it on the slide so it is centered both horizontally and vertically on the slide. Apply the Rotated, White style to the picture on the slide, then change the color of the border to Dark Blue, Accent 3, Darker 50%.
- 17.** On Slide 5, insert the Arrow: Right shape. Change the fill to Dark Green, Accent 4, Darker 25%, and change the outline to No Outline.
- 18.** Resize the arrow so it is 1.5 inches high and 5.7 inches wide.
- 19.** With the arrow selected, change the font size to 16 points. Then type Ben Kim, veterinary technician, waiting tables at last year's fundraiser in the arrow.
- 20.** Drag the adjustment handle at the base of the arrowhead about one-quarter inch to the left to make the arrowhead larger. (The base of the arrowhead will be between the "e" and the "s" in "tables.")
- 21.** Position the arrow to the left of the man serving the seated couple so the left edge of the arrow aligns with the left edge of the slide and the top of the border around the shape is about one-half inch below the top edge of the slide.
- 22.** Apply the Wipe entrance animation to the arrow, and then change the effect so that it wipes from the left. Change the way the animation starts so that it starts after the previous action. Set a delay of one second.
- 23.** Duplicate Slide 5. On the new Slide 6, reset the picture to remove the style. Then resize the picture so it is 3.75 inches high and center it vertically and horizontally on the slide.
- 24.** On Slide 6, move the picture of the dog and boy onto the slide (it will be on top of the other picture and the arrow will still be visible). Resize the picture of the dog and the boy so it is 7.5 inches high, and then center it horizontally and vertically on the slide.
- 25.** Copy the formatting applied to the picture on Slide 5 to the picture of the dog and boy on Slide 6.
- 26.** Replace the text in the arrow with Randy, son of Kathy Turner, HR Director, enjoying the dog park after the clean-up last year on Slide 6.
- 27.** On Slide 6, flip the arrow horizontally, and then position it to the right of the boy so the right edge of the arrow aligns with the right edge of the slide and the bottom of the border around the shape aligns with the horizontal smart guide that appears (the smart guide indicates the top of the picture underneath the picture of the dog and the boy).
- 28.** On Slide 6, change the effect of the animation applied to the arrow so it wipes in from the right.
- 29.** Duplicate Slide 6. On the new Slide 7, reset the picture of the dog and the boy, then resize that picture so it is 3.75 inches high. Delete the arrow. Change the layout to Title Only.
- 30.** On Slide 7, position the photo of the man serving the couple on the left side of the slide, about one inch below the shading under the title text placeholder and so that the left edge of the photo aligns with the left edge of the title text placeholder. Position the photo of the dog and boy to the right of the other photo so that its right edge aligns with the right edge of the title text placeholder and so its top and bottom align with the photo on the left. Add **Join the Gang!** as the slide title.
- 31.** Apply the Morph transition to Slides 5, 6, and 7.

- 32.** On Slide 8, use the Video button in the Media group on the Insert tab to insert the video Support_PPT_2_Writing.mov included with your Resource Files. Resize the video so it is 7.5 inches high, and then center it horizontally and vertically on the slide. Trim a bit from the end of the video so the number in the End box is 8.600. Set the poster frame by clicking about one-quarter of an inch from the end of the play bar. It will be approximately the 7.9-second mark. Finally, set the playback options so that the video starts playing automatically and rewinds after playing.
- 33.** On Slide 9 ("Sign Up Today!"), replace the second "e" in "Tereza" with "e" and the "c" in "Goncalves" with "\;."
- 34.** On Slide 9, delete the empty content placeholder. Insert the Arrow: Pentagon shape, and then resize it so that it is two inches high and five inches wide. Type This way to feel great and help others! in the shape. Change the font of this text to Bradley Hand ITC, change the font size to 32 points, and then format this text as bold.
- 35.** Fill the shape with the Red, Accent 2 color. Then apply the Linear Down gradient in the Dark Variations section.
- 36.** Format the shape with the Oblique: Bottom Left 3-D effect. Change the Depth of the 3-D format to 40 points. Change the Depth shading color to Red, Accent 2, Darker 50%.
- 37.** Position the shape so that its middle aligns with the horizontal smart guide that indicates the middle of the slide and its left edge aligns with the left edge of the title text box. Then drag the rotate handle on the shape to the left so that the rotate handle is below the "p" in "Up" in the title.
- 38.** Open the Format Shape pane to the Shape Options tab with the Size & Properties button selected and the Size section expanded. If the value in the Rotation box is not 345°, change it to 345°.
- 39.** Add Give Back Days at WVH as the footer on all the slides except the title slide, and display the current date (fixed) on all the slides except the title slide. On the notes and handouts, add Operation Give Back as the header and your name as the footer, and show page numbers.
- 40.** Compress all the photos in the presentation to E-mail (96 ppi), and then compress the media to Standard (480p).
- 41.** Save your changes, view the slide show, and then close the presentation.
- 42.** Upload the saved work **.pptx** file(s) to sakai.



PPT 3-14 Review

PPT 3-14A PRACTICE: REVIEW ASSIGNMENTS



Data Files needed for the Review Assignments: NP_PPT_3-2.pptx, Support_PPT_3_Compliment.mp3, Support_PPT_3_FollowUp.jpg, Support_PPT_3_Form.jpg, Support_PPT_3_Respect.jpg

Three months after Kavita Goyal, a client operations manager for MBG Sales and Marketing, created a new training program for her customer service team, the percentage of clients who are extremely or very satisfied has increased and the percentage of clients who are only somewhat satisfied or who are somewhat dissatisfied has decreased. Kavita is very pleased with her team, although they still have room for improvement. She wants to congratulate them, but also point out some areas where there is still room for improvement. She asks you to help her create a presentation she can use when she meets with her team. Complete the following:

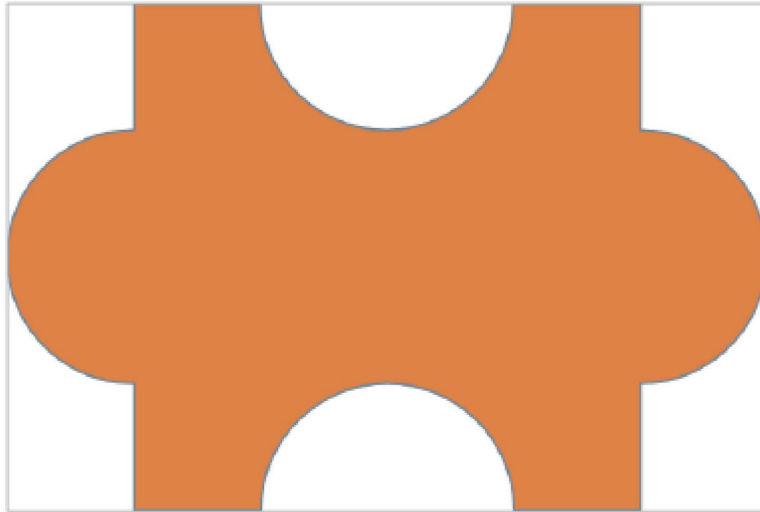
1. Open the presentation NP_PPT_3-2.pptx, located in the PowerPoint3 > Review folder included with your Data Files, add your name as the Slide 1 subtitle, and then save it as NP_PPT_3_FollowUp to the location where you are storing your files.
2. On Slide 2 ("Improved Client Satisfaction Scores"), add a pie chart. Change the width of column A so that the ScreenTip indicates that column A is 145 pixels wide. In cells A2 through A6, type Extremely satisfied, Very satisfied, Somewhat satisfied, Somewhat dissatisfied, and Not at all satisfied. In cell B1, type Number. In cells B2 through B6, type 5700, 7668, 5047, 3419, and 2250.
3. Apply Layout 6 to the chart.
4. Apply Style 6 to the chart.
5. Change the number of clients who are Not at all satisfied to 1650.
6. Remove the title and the legend from the chart, and then change the position of the data labels to the Data Callout option. Change the font size of the data labels to 16 points, and then format them as bold.
7. On Slide 2, add a text box approximately 2 inches wide and one-half inch high. Type "Extremely satisfied" increased from 7% to 24% and "Very satisfied" increased from 12% to 33%. (including the period). Change the format of the text box so the text doesn't wrap and so that the left margin is zero. Format the text in the text box with italics and change the font size to 16 points.
8. Align the left edge of the text box with the left edge of the chart, and align it vertically so that there is the same amount of space between the text box and the bottom of the chart as there is between the top of the chart and the bottom of the title text box.
9. On Slide 3, duplicate the square shape. Change the size of the duplicate square so it is 3 inches high and wide, and then move the duplicate shape to the side of the original shape. Insert an oval shape, and then resize it so it is 1.5 inches high and wide. Position the circle on the top edge of the three-inch square so that its center is aligned with the center of the square and so that its middle is aligned with the top edge of the square.
10. Duplicate the circle. Position the duplicate circle on the right edge of the three- inch square so that its middle is aligned with the middle of the square and its left edge is aligned with the right edge of the circle on the top edge of the square.



11. Create two more identical circles and position them on the bottom and left edges of the three-inch square so they are aligned with the circles on the opposite edge. Make sure the right edge of the circle on the left edge of the three-inch square is aligned with the left edges of the circles on the top and bottom edges of the three-inch square.
12. Use the Union command to merge the two side circles with the three-inch square, and then use the Subtract command to remove the top and bottom circles from the square. Make sure to select the square first each time so that the color of the final shape is the same color as the square. The final shape is shown in Figure 3-43.

Figure 3-43

Custom shape on Slide 3



13. On Slide 3, duplicate the merged shape you created, and then place the duplicate on top of the original square in the center of the slide. Make sure it is aligned so that its middle and center are aligned with the middle and the center of the original square. Use the Subtract command to remove the duplicate puzzle piece from the original square.
14. Select the original puzzle piece you created, and then type YOU!. Change the font size of this text to 44 points and format it as bold. Move the YOU! puzzle piece above and a little to the left of the slide (zoom out if necessary), and then rotate it to the left about 160 degrees so that 200° appears in the Rotation box in the Size section on the Shape Options tab in the Format Shape pane.
15. Duplicate Slide 3. On the new Slide 4, move the YOU! shape onto the slide, rotate it so the text is right-side up, and then position it on top of the square in the empty space. Apply the Morph transition to Slide 4 and change the speed of this transition to 1.5 seconds.
16. On Slide 4, insert a rectangle shape that is 5 inches high and wide. Position it directly on top of the square with the filled-in puzzle piece. Fill the shape with the From Center gradient in the Dark Variations section on the Shape Fill menu.
17. Customize the gradient in the square by changing the color of the Stop 1 of 3 tab to Gold, Accent 4, Darker 50%. Position the Step 2 of 3 tab at 33% and change its color to Gold, Accent 4, Lighter 40%. Change the color of the Stop 3 of 3 tab to Gold, Accent 4, Lighter 80%. Add a new tab stop at the 66% position and change its color to Gold, Accent 4. Change the Type to Linear, and then change the Direction to Linear Diagonal-Bottom Right to Top Left.

- 18.**Type Problem Solved! in the square with the gradient. Change the font size to 40 points and format the text as bold. Apply the Zoom entrance animation to the square with the gradient. (Hint: Make sure you apply the animation to the square and not to the text.)
- 19.**On Slide 4, add the audio clip Support_PPT_3_Compliment.mp3, located in the PowerPoint3 > Review folder. Hide the icon during the slide show. Position the icon centered below the square so its top edge is aligned with the bottom edge of the vertical Footer text box in the blue bar. Change the order of animations on Slide 4 so that the audio clip plays first.
- 20.**On Slide 5 ("Room for Improvement"), create a SmartArt graphic using the Picture Accent Process layout, which is a Process type graphic. From left to right, replace the first-level placeholder text in the shapes with Follow up, Call sheets, and Solve.
- 21.**Add a new first-level shape as the rightmost shape in the SmartArt graphic, and then replace the placeholder text in it with Respect. Move the Respect shape up so it is the second shape in the graphic.
- 22.**Delete the entire Solve shape from the SmartArt graphic.
- 23.**In the Follow Up shape, add Follow up within two weeks! as second-level text, and then delete the other second-level item. In the Respect shape, add Listen respectfully to the client. as second-level text. In the Call sheets shape, add Fill out call sheets completely. as second-level text, and then delete the other second-level item.
- 24.**In the SmartArt graphic, above the Follow Up shape, insert the picture Support_PPT_3_FollowUp.jpg, and then increase the brightness of the picture by 10% and increase its contrast by 40%. Above the Respect shape, insert the picture Support_PPT_3_Respect.jpg, sharpen it by 50%, and then change its tone by changing the temperature to 5900K. (Hint: If you use the Format Picture pane instead of the command on the ribbon to change the temperature, you cannot type the letter "K" in the Temperature box.) Above the Call sheets shape, insert the picture Support_PPT_3_Form.jpg, and then decrease its saturation to 66%.
- 25.**Animate the SmartArt graphic with the Wipe entrance animation. Change the effect options to One by One and From Top.
- 26.**Change the style of the SmartArt graphic to the Intense Effect style, and then change the color to the Colored Fill - Accent 2 colors.
- 27.**Convert the SmartArt graphic to shapes. Ungroup the shapes, and then delete the two arrows. Group each picture and its corresponding shape containing text. Apply the Wipe animation to each grouped shape with the From Top effect. Make sure the grouped shapes animate in order from left to right, and that the start setting of each animation is On Click.
- 28.** On Slide 6, format the title as WordArt using the Fill: Green, Accent color 5; Outline: White, Background color 1; Hard Shadow: Green, Accent color 5 style.
- 29.**Change the Text fill color of the WordArt text to Orange, Accent 2, Darker 25%, and then change the font size of the text to 66 points. Apply the Chevron: Down transform effect to the text box.
- 30.**Move the title text box that contains the WordArt down so its bottom is aligned with the bottom of the vertical footer text box in the blue box on the right. Resize the picture on the slide so it is 5 inches high (maintaining the aspect ratio), and then position the picture so it is horizontally centered on the slide and so that its top edge is aligned with the top of the slide.

31. On Slide 6, remove the background of the picture (keep all the people and the monitor on the right). It doesn't need to be perfect. Next, apply the Photocopy artistic effect to the picture.
32. Run the Accessibility Checker.
33. On Slide 2 ("Improved Client Satisfaction Scores"), add the following as alt text for the chart: Pie chart showing that 24% of MBG's clients are extremely satisfied, 33% are very satisfied, 21% are somewhat satisfied, 15% are somewhat dissatisfied, and only 7% are not at all satisfied. (including the period).
34. On Slide 4, resolve the duplicate slide title by first changing the title to YOU!. Because this title does not need to be seen during the slide show, select the title text box, and then change the text color to White, Background 1.
35. On every slide, the Footer Placeholder object should be the last object selected. Move it to the bottom of the list in the Reading Order pane on each slide if necessary. On Slide 4, select the Rectangle 2 shape and edit the Rectangle 2 shape name in the Reading Order pane to **Problem Solved shape**. (Do not include the period).
36. If necessary, close the Notes pane. View the presentation as a slide show, and then save and close it.
37. Upload your saved file to sakai.