# **EX16\_PP\_CH02\_GRADER\_CAP\_AS - Brainstorm 1.5**

## **Project Description:**

You are a corporate trainer who has been assigned to work with the M2M Marketing and Advertising firm. In this project, you will create a presentation to discuss good brainstorming techniques. You will modify a template, use outline view, add existing content to the presentation, and apply and modify a theme.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start PowerPoint. Download and open the presentation named *exploring\_p02\_grader\_a1.pptx* (created from the Creativity Session template). | 0 |
| 2 | Click Slide 1, replace the existing subtitle text with **M2M Marketing and Advertising** (no period). Change the font size of the title text to **50** pt. | 7 |
| 3 | Click Slide 2, in the fourth item under the heading (*Agenda*), use the Outline pane to change the word *Games* to **Brainstorming Activities** (no period). | 3 |
| 4 | At the end of the outline, use the Reuse Slides task pane to insert all slides from the downloaded *exploring\_p02\_grader\_a1\_CreativeSession.pptx* presentation maintaining the same order. Slides 4 and 5 will be added to the presentation. | 12 |
| 5 | Click Slide 5, use the Outline pane to decrease the list level of the last bullet that begins with *Use a computer*, to make it the same level as the first bullet. | 3 |
| 6 | Use the Outline pane to insert a new Two Content slide at the end of the presentation. On Slide 6, enter **Rules** as the title text. | 11 |
| 7 | Click Slide 6, and on the Outline pane, enter the following text (no periods) as first-level bullet points:  **Be creative**  **Listen** **No criticism allowed** | 6 |
| 8 | Insert the downloaded *exploring\_p02\_grader\_a1\_Listen.png* file in the right content placeholder. | 8 |
| 9 | At the end of the outline, use the Slides from Outline option to insert the downloaded *exploring\_p02\_grader\_a1\_Conceptualize.rtf* file. Slides 7 and 8 will be added to the presentation. | 12 |
| 10 | On the Outline pane, move Slide 8 up to the Slide 7 position. | 6 |
| 11 | On the Outline pane, delete Slide 3. View the presentation as an outline in Print Preview. Close Print Preview. | 7 |
| 12 | Apply the Integral design theme to the entire presentation. | 6 |
| 13 | In the Slide Master, add the *exploring\_p02\_grader\_a1\_Logo.png* logo file to all slides except the title slide. Position the logo in the bottom right corner of the slides. Close Master view. | 10 |
| 14 | Add the header text **Creative Session Presentation** to all of the Notes and Handouts pages of the presentation. Include the page number. | 9 |
| 15 | Save the presentation. Close the presentation and then exit PowerPoint. Submit the presentation as directed. | 0 |

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| **Total Points** | **100** |