# **PowerPoint\_INTRO\_CAP\_OnlineJobFair\_AS**

## **Project Description:**

In the following project, you will create a presentation promoting an upcoming Aspen Falls job fair. This presentation will be used to increase awareness of and participation in the job fair, both at the physical and online locations. You will add new slides, an online picture, and a picture from your student data files. You will insert WordArt, a table, and a chart. You will also add transitions and change the effect options.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start PowerPoint. Download and open *skills\_ppt\_grader\_capstone2\_online.pptx.* Save the presentation as **Last\_First\_skills\_ppt\_grader\_capstone2\_online**. | 0 |
| 2 | Change the theme variant used in the presentation to the second (Teal) variant. Note, if the Teal theme is not available in your installation, do not complete this step. | 0 |
| 3 | On Slide 1, add the title **Aspen Falls Online Job Fair**. Adjust the Character Spacing to Very Tight. Note, the title and subtitle will automatically have All Caps formatting throughout the presentation. | 6 |
| 4 | Add the subtitle **October 1 – 5**, press ENTER and add a second line to the subtitle **Aspen Falls Community Center and www.aspenfalls.org**. | 5 |
| 5 | On Slide 1, insert WordArt in the Fill - White, Outline - Accent 1, Glow - Accent 1 style. Add the text **53 area employers!** to the WordArt. Align the WordArt with the bottom of the slide.  Note, if that WordArt style is not available, select the style in the fourth column, second row. | 7 |
| 6 | Insert a new Slide 2 with the Two Content layout. Add the title **Job Fair Information**. | 6 |
| 7 | On Slide 2, in the right content placeholder, add the downloaded photo *skills\_ppt\_grader2\_Fair.jpg*. | 6 |
| 8 | On Slide 2, in the left content placeholder, add the following two-level bulleted list.   **Recruiting for hundreds of positions**  **IT**  **Healthcare**  **Business**  **Skilled trades** | 6 |
| 9 | Increase the Line Spacing for the bulleted list to 1.5. | 4 |
| 10 | Insert a new Slide 3 with the Two Content layout. Add the title **October 1 - 5**. | 6 |
| 11 | On Slide 3, in the left content placeholder, add SmartArt with the Vertical Bullet List layout. In the top shape, type **Aspen Falls Community Center or www.aspenfalls.org**. In the middle shape, type **505 S Aspen St, Aspen Falls, CA**. In the bottom shape, type **9:00 a.m. – 6:00 p.m.** (insert the En Dash symbol, and not a hyphen when entering the times).  Note, delete any bullets between the shapes. | 7 |
| 12 | On Slide 3, in the right content placeholder, search Online Pictures using the search phrase **job fair** and then insert an appropriate image from the results. Note, select any additional text boxes that may display when the online picture is inserted, and then press DELETE. To avoid file size limitations, compress the online picture once it is inserted.  Change the height of the image to 3.3". | 5 |
| 13 | Insert a new Slide 4 with the Title and Content layout. Add the title **What to Bring**. | 5 |
| 14 | On Slide 4, in the content placeholder, insert a Table with 2 columns and 2 rows. In the first cell in the first row, type **Resume**. In the second cell in the first row, type **References**. In the first cell in the second row, type **Portfolio**. In the second cell in the second row, type **Schedule**. Change the Font Color for all text in all cells to White, Background 1, and increase the Font Size to 36. | 9 |
| 15 | On Slide 4, add a Relaxed Inset Cell Bevel to the table. | 2 |
| 16 | Insert a new Slide 5 with the Title and Content layout. Add the title **Job Growth in Aspen Falls**. | 5 |
| 17 | On Slide 5, in the content placeholder, insert a Clustered Bar Chart with the following data, resizing the data range to fit the data and change the chart title to **Percent Increase**.     **A B**  **1 Percent Increase**  **2 IT 9** **3 Healthcare 6** **4 Trades 8**  **5 Green Construction 3** | 6 |
| 18 | Add Chart Style 7 to the bar chart. | 5 |
| 19 | Add the Switch Transition and adjust the Effect Options to Left. Apply the transition to all slides. | 5 |
| 20 | Add a footer to the Notes and Handouts pages with date and time to update automatically, page number, and text **skills\_ppt\_grader\_capstone2\_online**. | 5 |
| 21 | Save presentation, and then close PowerPoint. Submit the file as directed. | 0 |

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