

# PowerPoint review

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Intro to Computers | Summer 2014 | Jim Rudolf

Imagine that you have been invited to give a talk entitled *Global Warming in Minnesota*. Your task is to create a PowerPoint presentation that you will use during your talk.

Create a new blank PowerPoint presentation. Your presentation should consist of the following slides. You can make up the content; you don't need to search for factual info. The title of each slide should be *exactly* the text shown below in italics. Unless otherwise noted, you can use any layout for your slides:

1. A title slide, using the Title Slide layout. The title is the name of your talk, with your name as the subtitle.
2. A slide entitled *The Global Picture*. Make a bullet list of 2-4 items that describe evidence of global warming around the world. For example: "The last 10 years have been the hottest on record" or "The polar icecap has never been smaller."
3. A slide entitled *Here in Minnesota*. Make a bullet list of 2-4 items describing evidence of global warming in Minnesota. For example: "Temperature of Lake Superior has risen 2 degrees in past 10 years" or "Insect pests are surviving milder winters." Your last list item should be "Polar vortices."
4. You have already made a presentation on polar vortices and you want to reuse a couple of slides. Download `polar_vortices.pptx` from the Intro to Computers web page and reuse slide 2 from that file as slide 4 in this presentation. (Reminder: The reuse command is "hiding" at the bottom of the New Slide menu.)
5. Reuse slide 3 from `polar_vortices.pptx` as slide 5 of your presentation. Change the layout to Two Content. Find clip art for the right column, with something that looks *cold*, like snow or ice or a glacier. Resize and/or reposition the clip art if necessary.
6. *An Expert's Opinion*. This quote is the content: "*It is time to stop waffling and say that the evidence is pretty strong that the greenhouse effect is here.*" On a new line, enter the person who said it: *Former NASA Scientist James Hansen*. The content on this slide should be: 36 point, centered, and *not* a list. The quote is italic but the person's name is not.
7. *What You Can Do*. Make a list of the appropriate type (numbered or bullet) with steps that the audience can take. For example: "Drive less" or "Recycle more" or "Set your thermostat to 68 degrees in winter."

Also do the following to your presentation:

1. Use the Median theme for your presentation.
2. Add a header/footer to each slide except the first one. You don't know the exact date of the presentation yet, so include the date (with format "10 June 2012") so it will be correct on the day of your presentation. Include the slide number and a footer containing the name of your presentation.
3. Move *An Expert's Opinion* to be the last slide in the presentation.
4. Add a note to the last slide to remind you to thank everyone for coming.
5. Use your imagination! You are not being graded on the content of your lists or your English grammar; just make sure there are no spelling errors.
6. When you are done, ask for a check mark.