Unit 1 ▶ [Executive...]

1. **Start Recording from Beginning** of the current Slideshow with only **Slide and animation timings** checked. Click through to the end of the slideshow.

Unit 2 ▶ [Executive...]

1. Change the current Presentation **Theme** to **Thatch**.

Unit 3 ▶ [Executive...]

1. Set the **Orientation** of the current presentation to be **Portrait**.

Unit 4 ▶ [Executive...]

1. Change the **PowerPoint AutoCorrect Options** to not show the **Auto Correct Options** buttons.

Unit 5 ▶ [Executive...]

1. On **Slide 3** format the picture by changing the **Brightness to -40% and Contrast to +20%.**

Unit 6 ▶ [Executive...]

1. On **Slide 3**, center the title text in the textbox that says **INCOME**, and apply the **Transform Deflate** text effect. Change the text of the word art to read **OUR INCOME**.

Unit 7 ▶ [Executive...]

1. Mark the presentation as final.

Unit 8 ▶ [Executive...]

1. On **Slide 1**, format the text box containing the title **Training Day** to be **Center** aligned and with **Italic** text.

Unit 9 ▶ [Executive...]

1. Delete **Slides 4 to 8** at the same time.

Unit 10 ▶ [Executive...]

1. Delete the **Annotation** on **Slide 2** under the heading **Estimated Expenses.**

Unit 11 ▶ [Executive...]

1. On **slide 4**, **Convert** the **Smart Art** graphic under the title **Viral Marketing** into **Text**.

Unit 12 ▶ [Executive...]

1. On **slide 4**, change the video **Playback** options to **Start Automatically**, and **Rewind after Playing.**

Unit 13 ▶ [Executive...]

1. Change the 1st animation on **slide 2** to have a **0.5** second duration.

Unit 14 ▶ [Executive...]

1. On **Slide 3** format the image to have a **Picture Effect Shadow** of **Inner with Inside Left** effect.

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Unit 15 ▶ [Executive...]

1. Set your **Timings to Advance Each Slide After** 2 seconds.

Unit 16 ▶ [Executive...]

1. On **Slide 1** format the image to have a hyperlink of **www.fusiontomo.com**.

Unit 17 ▶ [Executive...]

1. On **Slide 5** format the chart to have a **Shape Outline** of **Purple, Accent 6** with a weight of **6 pt**.

Unit 18 ▶ [Executive...]

1. In **Slide 2**, add **Star Bullets** to each point in the main textbox.

Unit 19 ▶ [Executive...]

1. Clear the **timing** on **All** the **Slides**.

Unit 20 ▶ [Executive...]

1. Select **Slide 3** and **Start Recording from Current Slide** with only **Slide and animation timings** checked. Record to the end of the presentation and keep new slide timings.

Unit 21 ▶ [Executive...]

1. On **Slide 5** change the **Table Style** of the top table to **Themed Style 2 - Accent 6.**

Unit 22 ▶ [Executive...]

1. On **Slide 4**, format the chart gridlines on the **Primary Horizontal** axis to show **Major & Minor Gridlines**.

Unit 23 ▶ [Executive...]

1. On **Slide 2** change the **Chart Layout** to **Layout 4**.

Unit 24 ▶ [Executive...]

1. Change the view settings of the presentation to be **Grayscale**, and zoom to **60%**.

Unit 25 ▶ [Executive...]

1. Modify the current photo album so that the pictures are displayed in **black and white**. Reorder the pictures so that the first picture is last, and apply the **Apex** theme to the slideshow.

Unit 26 ▶ [Executive...]

1. Delete all the slides except for the title slide in the presentation.

Unit 27 ▶ [Executive...]

1. On **slide 2**, modify the body textbox to have 3 columns, and apply the **Colored Outline -Yellow, Accent 3** style.

Unit 28 ▶ [Executive...]

1. On **slide 4**, modify the chart type to be an **Exploded pie in 3-D**.

Unit 29 ► [Executive...]

1. Apply a swivel entrance animation to the **MARKETING BUDGET PLAN** textbox.

Unit 30 ► [Executive...]

1. On **slide 3**, change the second animation to **Grow & Turn,** and the duration of the second animation to **3.00** seconds.

Unit 31 ► [Executive...]

1. Delete the comment in slide 1. Add a comment to the heading of slide 9 that reads **Cite your sources**.

Unit 32 ► [Executive...]

1. Insert a footer that shows the slide number, and the text **FusionTomo** into every slide except the title slide.

Unit 33 ► [Executive...]

1. Save the presentation as **OlderVersion.ppt**, formated for **PowerPoint 97-2003**.

Unit 34 ► [Executive...]

1. Using the image on Slide 5, compress all pictures in the presentation to low quality and delete cropped areas. Save the compressed presentation as **compressed.pptx** in your **GMetrixTemplates** folder.

Unit 35 ► [Executive...]

1. Encrypt the document with the password **GMetrix123**. Mark the document as final.

Unit 36 ► [Executive...]

1. Modify the slideshow to only show **slides 2**, **3**, and **4**. Set up the show to be **browsed by an individual**.

Unit 37 ► [Executive...]

1. On slide **5**, add a row above the top row of the table. Merge the cells, and enter the text **Yearly Spending**.

Unit 38 ► [Executive...]

1. Remove all animations from **Slide 2**.

Unit 39 ► [Executive...]

1. Change the theme of the slideshow to Trek, and change the slide orientation to **Portrait**.

Unit 40 ► [Executive...]

1. Convert the bulleted list on **slide 2** to a **Vertical Block List SmartArt**.

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