

Unit 1 ▶ [Executive...]

1. Set up a **slide show** for this presentation so that it can be **browsed by an individual**, and will **Loop continuously until the ESC key** is hit. Accept all other default settings.

Unit 2 ▶ [Executive...]

1. Create a **Custom Slide Show** with only the **slide Practice Reading** and the **slide Practice Readig Units**.

Unit 3 ▶ [Executive...]

1. Start the **slide show** from the **beginning**. On **Slide 5** use the **highlighter** with **Red** ink and underline the first Unit. Save all annotations.

Unit 4 ▶ [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 5 ▶ [Executive...]

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

Unit 6 ▶ [Executive...]

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

Unit 7 ▶ [Executive...]

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

Unit 8 ▶ [Executive...]

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

Unit 9 ▶ [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 10 ▶ [Executive...]

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