

Unit 1 ► [Executive...]

1. Change the **Page Setup** to have a **Custom size** of **7.5 (19.05 cm)** width x **10 (25.4 cm)** height and an orientation of the **notes, handouts & outline** to be **Landscape**.

Unit 2 ► [Executive...]

1. Use the **New Window** to open the current presentation in a new window, and use the **Arrange All** tool to see all the open presentations.

Unit 3 ► [Executive...]

1. Save the entire presentation as a PDF named **Powerpoint01.pdf** in the **\GMetrixTemplates** folder. Make sure the **Open File After Publishing** option is unchecked.

Unit 4 ► [Executive...]

1. Save **Slide 2** in the presentation as a JPEG image named **Slide2.jpg**.

Unit 5 ► [Executive...]

1. In **Slide 2**, apply the **Fill - Orange, Accent 2, Matte Bevel** style to the word art **Introduction**.

Unit 6 ► [Executive...]

1. On **Slide 4** **Reset the Picture** and then **Crop** the picture to a **Shape** named **Round Diagonal Corner Rectangle**.

Unit 7 ► [Executive...]

1. Change the view to **Slide Sorter** and change the **Zoom** to **200%**.

Unit 8 ► [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 9 ► [Executive...]

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

Unit 10 ► [Executive...]

1. Find all of the occurrences of the word **Readig** and correct them to **Reading**.

Unit 11 ► [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 12 ► [Executive...]

1. On **Slide 2** insert a **Clustered Column Chart** inside the empty text box. Resize the **Chart Data Range** to include only **2 categories** and **2 series**. Rename the Categories: **Students** and **Adults**. Name the Series: **Can Read** and **Can't Read**. Insert the **Data** from the text box on **Slide 2** called **Reading Statistics**.

Unit 13 ▶ [Executive...]

1. **Convert** the Unit list in **Slide 5** to the **Vertical Bullet List** Smart Art.

Unit 14 ▶ [Executive...]

1. Modify the **Text Box** on **slide 3** with the Quote from Dr. Seuss by adding the **Shape Fill Gradient, Linear Down**.

Unit 15 ▶ [Executive...]

1. Change the **print** settings of the document to **Uncollated**, and **Grayscale**.

Unit 16 ▶ [Executive...]

1. On **slide 4**, apply the **Table hierarchy** layout and the **Subtle Effect** style to the **SmartArt**.

Unit 17 ▶ [Executive...]

1. On **slide 2**, change the video **shape** to any shape that has a **Rounded Rectangle** type.

Unit 18 ▶ [Executive...]

1. Add a section above **Slide 1** named **Introduction** and a section above **Slide 3** named **SWOT**.

Unit 19 ▶ [Executive...]

1. On **Slide 1**, add the **Cash Register** sound to the first animation.

Unit 20 ▶ [Executive...]

1. On **Slide 2**, select the words **Fusion Tomo** in the title and add a **comment** that says **Delete Fusion Tomo so that the title is SWOT Video.**

Unit 21 ▶ [Executive...]

1. In the current presentation **Delete** the second **Comment** in the document.

Unit 22 ▶ [Executive...]

1. On **Slide 3** format the **Competition Chart** to show the **Data Labels** at **Best Fit**.

Unit 23 ▶ [Executive...]

1. On **Slide 3** format the chart **Legend** to be positioned at the **Bottom** with a **Solid Fill** of **Rose, Accent 2**.

Unit 24 ▶ [Executive...]

1. Apply the **Zoom** animation to the title of **Slide 1**.

Unit 25 ▶ [Executive...]

1. On **Slide 4**, apply the **Horizontal Figure 8** motion path to the image.

Unit 26 ▶ [Executive...]

1. **Apply** the transition on **Slide 1** to all of the slides in the presentation.

Unit 27 ► [Executive...]

1. Apply the transition on **Slide 1** to all of the slides in the presentation.

Unit 28 ► [Executive...]

1. In **Slide 4**, set the text box with the bulleted list to have **Two Columns**.

Unit 29 ► [Executive...]

1. Insert additional slides to the end of the current slideshow using the outline file **Outline.docx**.

Unit 30 ► [Executive...]

1. Create a handout of the presentation with blank lines below the slides. Save the word document that opens as **MyHandout.docx** in your \GMetrixTemplates folder. Close the Word document after saving.

Unit 31 ► [Executive...]

1. On **Slide 5** insert a new row on top of the first table, and merge the cells. Type the words **Customer Orientation** in the merged cell.

Unit 32 ► [Executive...]

1. On **Slide 3** change the **Chart Type** to **Clustered Bar**.

Unit 33 ► [Executive...]

1. On **Slide 5**, change the animation of the text box **The Marketing Way** to start **After Previous** with a **5.00** second delay.

Unit 34 ► [Executive...]

1. On **Slide 3** apply the Shape Style **Colored Outline - Orange, Accent 1** to the Chart.

Unit 35 ► [Executive...]

1. On **slide 5**, reorder the animations so that the label at the bottom is first, the top table is second, and the bottom table is third.

Unit 36 ► [Executive...]

1. Create a **New Photo Album** and insert the pictures **photo1.jpg**, **photo2.jpg** and **photo3.jpg**. These images can be found in your GMetrix Templates folder. Order the pictures by **photo2.jpg** first, **photo3.jpg** second, and **photo1.jpg** third.

Unit 37 ► [Executive...]

1. Select **Slide 3**. Change the view of the presentation to **Notes Page**. Below **Slide 3** add the note: **Take reading with you through technology**.

Unit 38 ► [Executive...]

1. Apply a footer to all of the slides in the presentation except the title slide. The footer should include the date and time set to update automatically, the slide number, and a footer that reads: **All Rights Reserved**. Accept all other defaults.

Unit 39 ► [Executive...]

1. Change the view of the slideshow to **Grayscale**, and show **Gridlines**.

Unit 40 ► [Executive...]

1. In the document properties, add the title **Staff Training**.

