Unit 1 ► [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 2 ► [Executive...]

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

Unit 3 ► [Executive...]

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

Unit 4 ► [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 5 ► [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 6 ► [Executive...]

1. Mark the presentation as final.

Unit 7 ► [Executive...]

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

Unit 8 ► [Executive...]

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

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