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

Unit 3 ► [Executive...]

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

Unit 4 ► [Executive...]

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

Unit 5 ► [Executive...]

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

Unit 6 ► [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 7 ► [Executive...]

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

Unit 8 ► [Executive...]

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

Unit 9 ► [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 10 ► [Executive...]

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

Unit 11 ► [Executive...]

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

Unit 12 ► [Executive...]

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

Unit 13 ► [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.

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Unit 14 ► [Executive...]

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

Unit 15 ► [Executive...]

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

Unit 16 ► [Executive...]

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

Unit 17 ► [Executive...]

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