

## Unit 1 ▶ [Executive...]

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

## Unit 2 ▶ [Executive...]

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

## Unit 3 ▶ [Executive...]

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

## Unit 4 ▶ [Executive...]

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

## Unit 5 ▶ [Executive...]

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

## Unit 6 ▶ [Executive...]

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

## Unit 7 ▶ [Executive...]

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

## Unit 8 ▶ [Executive...]

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

## Unit 9 ▶ [Executive...]

1. On **Slide 1** format the image to have a hyperlink of [www.fusiontomo.com](http://www.fusiontomo.com).

## Unit 10 ▶ [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 11 ▶ [Executive...]

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