SAM 2010 Projects: PowerPoint 2010 Capstone Project A

SMALL WORLD MICROLOANS

Skills

* Add a Clip Art image to a slide
* Add slides to a presentation
* Add text to slides
* Change the layout of individual slides
* Change the size of Clip Art
* Check spelling
* Format text color on a slide
* Format text on a slide
* Insert a multi-level bulleted list
* Insert a shape

Project overview

Small World Microloans (SWM) is a nonprofit organization in Washington, DC that connects aspiring entrepreneurs in developing countries with individual lenders to encourage economic independence. As a public relations assistant, you often give presentations to introduce SWM to schools, businesses, and other organizations. You need to develop a short presentation that summarizes what SWM does. You’ve started the presentation and now need to complete it by adding text, slides, art, and formatting.

STUDENT start FILE

***CS\_PPT2010\_1a\_FirstLastName\_1.pptx*** (*Note:* Download your personalized start file from sam2010.course.com)

Instructions

1. Open the file **CS\_PPT2010\_1a\_*FirstLastName\_*1.pptx** and save the file as **CS\_PPT2010\_1a\_*FirstLastName*\_2.pptx** before you move to the next step. Verify that your name appears in the Notes on the first slide. If it does not, please download a new copy of the start file from the SAM Web site. (*Note*: Do not edit the Notes on the first slide.)
2. In the title placeholder on Slide 1, insert the following title:

**Small World Microloans**

1. In the subtitle placeholder, insert the following text:

**Creating Global Wealth One Step at a Time**

1. Apply the **Median** design theme to the presentation.
2. On Slide 2 (“*About Small World Microloans*”), insert the following text into the text placeholder as a multi-level bulleted list. (*Note*: Your bullet styles may be different.)

* **Who we are**
  + **Nonprofit organization**
  + **Founded in 2001**
  + **Committed to defeating poverty**
* **What we do**
  + **Replace donations with microloans**
  + **Connect donors with entrepreneurs in developing countries**

1. Change the layout of Slide 3 (“*SWM Principles*”) to **Title and Content**.
2. On Slide 3, add the following text so it becomes the last bulleted item in the list:

**Balance loans and savings**

1. On the same slide, insert a Clip Art image of your choice.
2. Resize the Clip Art image so that it is **3** inches high, and then move the image to the lower-right corner of the slide.
3. On Slide 4 (“*SWM Cycle of Success*”), insert a **Bent Arrow** shape into the upper-left part of the diagram. Resize the shape to match the size and scale of existing shapes.
4. Format the “*Cycle of success*” text below the diagram so that it is **20-**point **italic**. Change the text color to **Orange, Accent 2**.
5. Add a slide to the end of the presentation that uses the **Title and Content** layout.
6. Add the text shown in Figure 1-1 to the new slide. To match Figure 1-1, make the following formatting changes:
   1. Center the slide title
   2. Change the title’s text color to **Orange, Accent 2, Darker 25%**
   3. Remove the bullets from the address lines
   4. Change the font to **Calibri**
   5. Center all the lines.

FIGURE 1-1

SAM 2010 PowerPoint Capstone A Fig 1-1 .tif

1. Check the spelling and grammar and correct any errors. (*Hint:* You will need to manually review the presentation for grammar mistakes, but you can check for spelling errors using the Spelling button on the Review Tab.) Figure 1-2 shows the completed presentation. *(Note*: In your presentation, the clip art on slide 3 and bullet style on slide 2 may be different than those shown in Figure 1-2.)

Save your changes, close the presentation, and exit PowerPoint. Follow the directions on the SAM Web site to submit your completed project.

FIGURE 1-2

SAM 2010 PowerPoint Capstone A Fig 1-2 .tif