Assignment: PowerPoint Instructions

Task

Your task for Assignment is to produce a set of PowerPoint (ppt) slides that are the same as the *PowerPoint Model Answer*. To do this you will need to use the Snipping Tool to add images to your ppt slides. This assignment will allow you to demonstrate your ability to use the basic features of PowerPoint and will act as a useful template for future presentations.

Instructions

You will need to create 16 slides. The instructions below will explain the ppt features you will need to show in each slide.

Slide 1

1. Use a **Title Slide** and:
    a. Add the title: **BJ0F Assignment: PowerPoint**
    b. In the **Subtitle Box** add the following information
        i. The subtitle: **Designing PowerPoint Slides**
        ii. **Your name**: e.g André Brun
        iii. **Your email address as a hyperlink**: e.g. abrun@gmail.com

Slide 2

1. Use a **Title and Content Slide** and:
    a. Add the title: **Outline**
    b. Add the **sections** and **subsections** of your presentation: copy format on page 2 of the model answer

Slide 3

1. Use a **Title Slide** and:
    a. Add the **title** and **subtitle** from page 3 of the model answer

Slide 4

1. Use a **Title and Content Slide** and:
    a. Add the title: **Introduction: Subsection 1**
    b. Insert the ***SmartArt*** image and change the text in this image to match the information on slide 4 of the model answer

Slide 5
1. Use a **Title and Content Slide** and:
    a. Add the title: **Introduction: Subsection 2**
    b. Insert a *Hyperlink* labelled **Champlain RAC Website** linked to the following website address:
       http://www.champlainrac.com/programs/aec/transportation-and-logistics/

Slide 6
1. Use a **Title Slide** and:
    a. Add the **title** and **subtitle** from page 6 of the model answer

Slide 7
1. Use a **Title and Content Slide** and:
    a. Add the title: **Results 1**
    b. Insert a *table* and copy the data from page 7 of the model answer
        i. Titles **bolded** and **centered**
        ii. Data **bolded** and **centered**
        iii. Highest value of data changed to **red**

Slide 8
1. Use a **Title and Content Slide** and:
    a. Add the title: **Results 2**
    b. Insert a *bar chart* and copy the data from page 8 of the model answer
        i. **Resize** the chart to include only 3 bars
        ii. **Re-label** *Series 1/2/3* to *Example 1/2/3*
        iii. **Re-label** *Criteria 1 to Cost*
        iv. **Label** the x-axis **Examples**
        v. **Label** the y-axis **Dollars Canadian**
        vi. **Add** the title **Cost**

        Note: Design ➔ Layout (or Quick layout) allows you to insert horizontal and vertical titles

Slide 9
1. Use a **Title and Content Slide** and:
    a. Add the title: **Results 3: Subsection 1**
    b. Insert a screen capture image (using the snipping tool) showing the **printing** of *Handouts* with **3 slides**

        Note: click on second button below settings

Slide 10

1. Use a **Title and Content Slide** and:
   a. Add the title: **Results 3: Subsection 2**
   b. Insert a screen capture image (using the snipping tool) showing the **printing** of *Handouts* with **4 slides horizontal**

Slide 11
1. Use a **Title and Content Slide** and:
   a. Add the title: **Results 3: Subsection 3**
   b. Insert a screen capture image (using the snipping tool) showing the **icons** clicked on to change your ppt from *Normal View* to *Slide Show View*:
      i. **Label** *From Beginning* **A**
      ii. **Label** *From Current Slide* **B**
      iii. **Label** *Slide Show* **C**

Slide 12
1. Use a **Title Slide** and:
   a. Add the **title** from page 12 of the model answer

Slides 13-16
   a. Slide 13: Use a **Title Slide and Content Slide** and add the title **Conclusions**
   b. Slide 14: Use a **Title Slide and Content Slide** and add the title **Recommendations**
   c. Slide 15: Use a **Title Slide** and add the title **Questions**
   d. Slide 16: Use a **Title Slide** and add the title **Thank You**

Slide 13 Revisited
1. In *Normal View* click on slide 13
2. Change your ppt to *Slide Sorter* view
3. **Take screen capture image** (using the snipping tool)
4. **Insert** this screen capture image into **slide 13**

Slide 14 Revisited
1. In *Slide Sorter View* move your **Conclusions** slide to the **slide 5** location
2. **Take screen capture image** (using the snipping tool)
3. **Insert** this screen capture image into **slide 14**
4. **Move** your **Conclusions** slide back to the **slide 13** location
5. **Save** your ppt

Congratulations, Assignment 3: PowerPoint is now complete.

Submitting Assignments
Save your ppt presentation (last name-first name-assignment 3-PowerPoint) and email it to the content specialist with Assignment 1: Excel and Assignment 2: Access