1. MC900294300[1]Open the existing presentation **Biking & Hiking.pptx** from your own folder
2. On slide 1 change the name to **your own name**
3. On slide 2 add the word **Brighton** before the word **Biking** in the heading
4. On slide 2 edit the word **Newhaven** to become **Peacehaven** in the bulleted list
5. On slide 1 change the layout to a **blank slide layout** and reposition the heading to the top of the slide
6. Apply the **Verve** design template to all the slides
7. On the notes page of slide 2 add the following note for the presenter:  
    **Bike-a thon entries close May 28th**
8. Immediately after Slide 2 insert a new slide with the **Bulleted list** layout
9. The slide should have the title **Safety Tips**
10. Format this text to be the same as all the headings on all the other slides
11. Add the following 4 items to the bulleted text box:

Always obey traffic signals

Use proper hand signals when making turns

Never ride against the traffic

Always wear a helmet

1. Insert the image file **cycle helmet.gif** at the bottom right of slide 3
2. Resize the image of the **cycle helmet** to **Height 5cm** and **Width 4cm**
3. On slide 3 add a text box at the bottom left with the text **RoSPA** format to Arial size 20 bold
4. On the notes page of slide 3 add the following note for the presenter:  
    **RoSPA stands for the Royal Society for the Prevention of Accidents**
5. Insert the image file **bike.gif** into the top right of the presentation so that it will appear   
   on **all** slides in the presentation. Resize the image to **Height 2cm** and **Width 3cm**
6. On the notes page of slide 4 add the following note for the presenter:  
    **Our treasurer will be retiring at the end of this year**
7. Save at this point with the name **Bikes.pptx**
8. On slide 3 create a **custom animation** to the bulleted list to bring each item on to the page   
   **Fly In** direction **From Right**
9. On Slide 3 apply a **Peek In** animation effect - direction **From Bottom** to the cycle helmet image
10. On Slide 4 apply a **Blinds** animation effect - direction **Vertical** to the bulleted text
11. Copy the red triangle on slide 4 into the same position on slide 1
12. On Slide 1 change the fill colour of the triangle from red to yellow
13. Apply the **Cover Up** slide transition effect between all the slides in the presentation
14. Insert a **date** that will **automatically update**, and the text **ECDL at Varndean College** in the footer of **all** slides in the presentation
15. Save the presentation with the name **New Biking & Hiking.pptx**
16. Print the presentation as **Handouts - 4 slides per page**