

# PowerPoint Project Grader Instructions

## PROJECT GRADER: P1-P1

### Human Resources: Creating Bulleted Lists

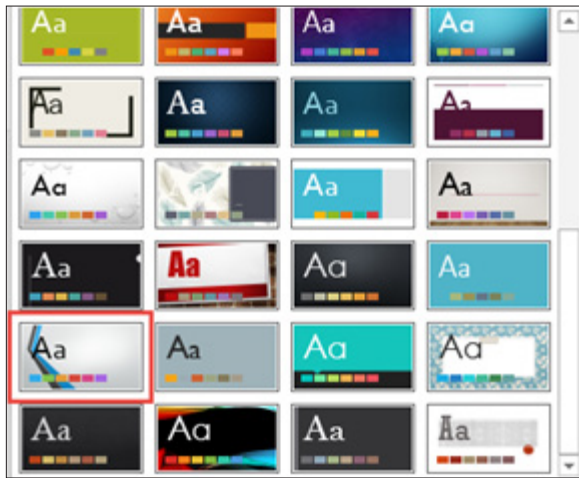
*As the Human Resources specialist for a local retail limited liability company, you've been asked to create a basic two-minute presentation on the company's current hiring practices to be presented at an upcoming board group meeting highlighting company employees. You decide to use PowerPoint to create an easy-to-read presentation with bulleted lists. You'll then create another slide and adjust a few bullets to complete the presentation.*

1. Download and open the Project Grader starting file **P1\_P1\_Start**.
2. Add a new slide at the end of the presentation with the Title Slide layout.
3. Type the following Title text using the same case shown here:
  - **Human Resources**
4. Type the following Subtitle text. Just type in lowercase and PowerPoint will convert all of the text to uppercase for you due to the subtitle font style that is being used:
  - **HAVE A GREAT YEAR!**
5. On the second slide, increase the list level once for the third bullet labeled **NO EXCEPTIONS!**
6. On the third slide, increase the list levels once for the third and sixth bullets labeled **Insurance and Retirement** and **Sick and Vacation**, respectively.
7. Save the file as: **P1\_P1\_Submission**

## iJams: Create a Presentation from a Word Outline

A coworker at iJams has created a presentation outline in Microsoft Word. You have been asked to create and format a PowerPoint presentation from the Word outline.

1. Start a new PowerPoint presentation and import the Project Grader starting file **P2\_P1\_Start**.
2. Use **Outline View** to delete the blank first slide.
3. Change the layout of the new first slide, titled iJams Successes, to **Title slide**.
4. Apply the **Parallax** theme to all sides. You may have to scroll down in the Themes list to find it.



5. Use **Outline View** to move slide 2 to the end of the presentation.
  6. Increase the Line Spacing of the bulleted lists on **slides 2, 3, and 4** to **1.5**.
  7. Underline the numbers **10,000** and **25,000** on **slide 4**.
  8. Save the file in the PPTX format as: **P2\_P1\_Submission**
-

### iJams: Use Sections to Organize a Presentation

After adding a few more aesthetic changes to your iJams presentation, you decide to break the presentation into sections.

1. Download and open the Project Grader starting file **P2\_P2\_Start**.
2. Increase the font size of the subtitle text to **28**.
3. On **slide 1**, use the Text Shadow button to apply the **Text Shadow** format to the *iJams Successes* title text.
4. Italicize the name *Monsters of Rio* on slide 2.
5. Create a section named **Bands** that includes all slides except the title slide.
6. Apply slide numbers to all slides.
7. Save the file as: **P2\_P2\_Submission**

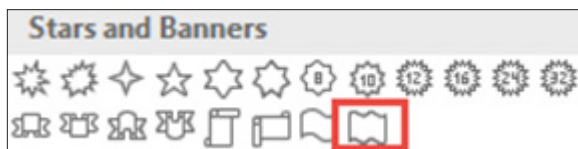
## iJams: Spice Up a Presentation

You have been asked to spice up a presentation for an iJams stakeholder's meeting. You decide to add graphics and animation, including the addition of a sound effect.

1. Download and open the Project Grader starting file **P3\_P1\_Start**.
2. On slide 2, insert the **Sale** image located in your **Additional Exercise Files** folder.
3. Apply the **Bevel Perspective Left, White** picture style to the image.



4. Insert a **Double Wave** banner shape on slide 3 with the approximate size and position shown here.

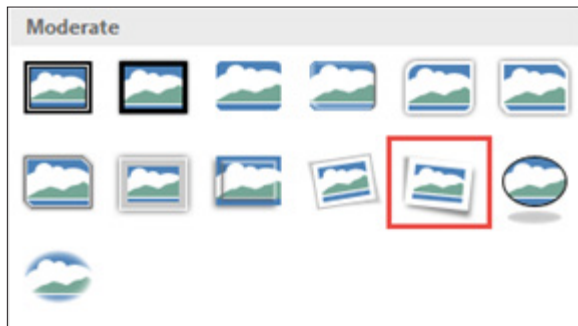


5. Set the font size to **40** in the new shape and type: **Congratulations!**
  6. Apply the **Zoom Entrance** animation to the **Double Wave** banner shape.
  7. Apply the **Uncover** transition to all slides.
  8. Apply the **Cash Register** sound effect to the transition on the second slide only.
  9. Save the file with the name: **P3\_P1\_Submission**
-

## Green Clean: Adding Multimedia to a Presentation

As part of a Save the Environment conference, Green Clean is sending you to take part as a presenter in a workshop aimed at helping consumers make environmentally responsible choices. Part of the workshop will include a short PowerPoint presentation that features photos of wildlife, followed by a short video. You need to add music to the presentation, set it to play automatically, set up slide timings, and add and format the video.

1. Download and open the Project Grader starting file **P4\_P1\_Start**.
2. Insert the **Mozart\_K525.mp3** file from your **Additional Exercise Files** folder on the title slide. Leave the speaker icon where it appears in the middle of the slide.
3. Set the audio options to **Start Automatically**, **Play Across Slides**, and **Hide During Show**.
4. Insert the **Video.wmv** file from your **Additional Exercise Files** folder on the last slide.
5. Set the video to **Start Automatically**.
6. Apply the **Rotated, Gradient** video style to the video.



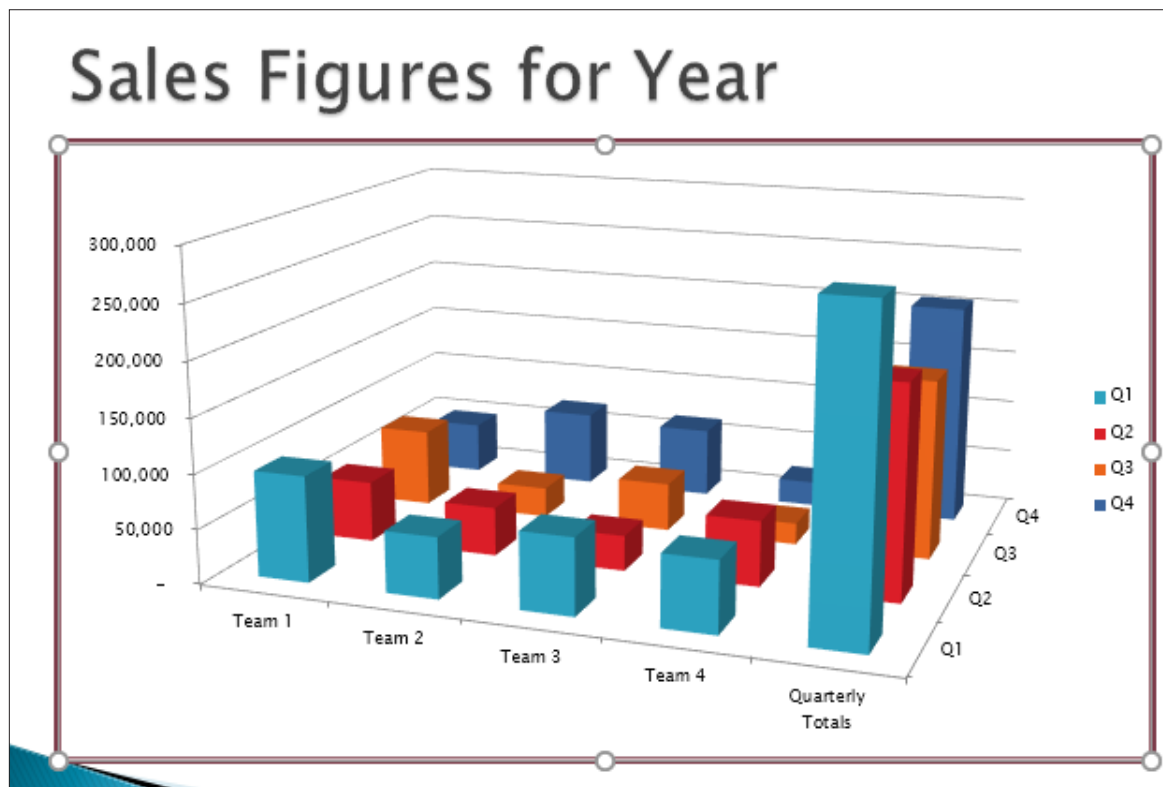
7. Set up the slide show to **Use Timings**.
8. Set up the slide show to use the **Loop Continuously until 'Esc'** option.
9. Use **Rehearse Timings** to automatically advance the slides as follows:
  - Display the **first five slides** for approximately **5 seconds** each. To get full credit, your timings must be in the range of 3-7 seconds for each slide but strive for 5 seconds per slide so you have consistency in the timings. If necessary, keep trying until you get it close.
  - Display the **last slide** (the video slide) for approximately **120 seconds**.
10. Save the file with the name: **P4\_P1\_Submission**

## Tropical Getaways: Adding Charts to a Presentation

You've been asked to create a short presentation for the upcoming Tropical Getaways sales team meeting. You will need to include a chart of the sales data currently being kept in a spreadsheet. Once you've inserted the chart, you'll make a few formatting changes.

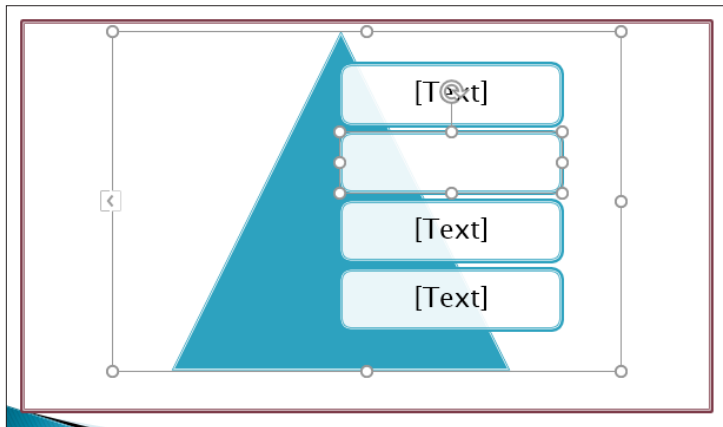
As you work to finalize the presentation, you decide to include a Pyramid SmartArt graphic depicting sales success throughout the company. Using a Tier system (Tier 1, Tier 2, Tier 3), you will show which teams have made the most sales, and which have made the least.

1. Download and open the Project Grader starting file **P5\_P1\_Start**.
2. Add a duplicate of the **Team Sales** slide to the presentation immediately after **slide 3**.
3. Change the title of the new slide (**slide 4**) to: **Sales Figures for Year**
4. Open the **P5-P1-Tropical\_Getaways\_Sales** workbook located in your **Additional Exercise Files** folder. Copy the chart and paste it into the rectangular placeholder in the **Sales Figures for Year** slide, ignoring the **Paste Options** button that appears.
5. Increase the chart size so that its borders are the same size as the rectangular placeholder.

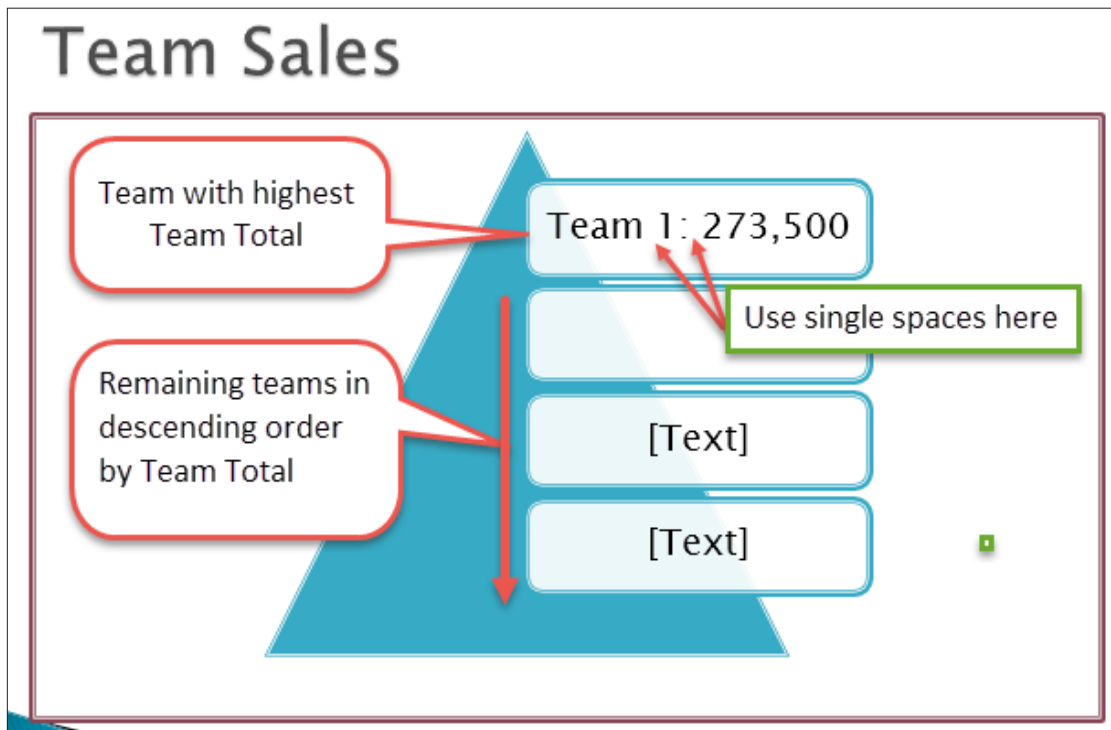


6. Increase the font size of all text in the chart to **14**.
7. Edit the data in the **Excel Linked Data** window, changing the **Team 2 Q3** amount from 28,000 to **23,500**. Then, close the window, saving the changes if prompted.

8. Change the chart type in the slide to a **Clustered Column**.
9. Add a **Pyramid List** SmartArt graphic inside the rectangle placeholder on the **Team Sales** slide. Add an additional shape to the graphic so that four boxes are displayed:



10. Locate the **Team Totals** in the **slide 4** chart's **Excel Linked Data** window. Enter the results in the **SmartArt** boxes in descending order by **Team Total** as shown here:



11. Save the presentation with the name: **P5\_P1\_Submission**

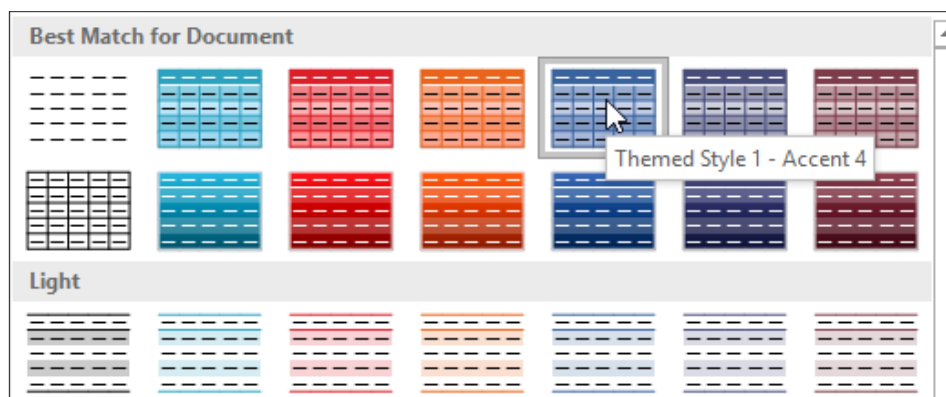
## Tropical Getaways: Adding Tables to a Presentation

You're working on a "How Your Salary Works" employee presentation. You decide to create a table that includes sample names, hours, hourly pay, and gross pay. You will then insert two additional columns, one for deductions and one for net pay. Once finished, you'll format the table by adding a table style. Finally, you'll add a new top row, merge it into a single cell, and enter a title and the company logo.

1. Download and open the Project Grader starting file **P6\_P1\_Start**.
2. Add a new **Title and Content** slide to the presentation below the existing slide and, in the **Title** placeholder, type: **How Your Salary Works**
3. Insert a table into the slide's main placeholder with **4 columns** and **5 rows**, then type the following column and row headings into the table.

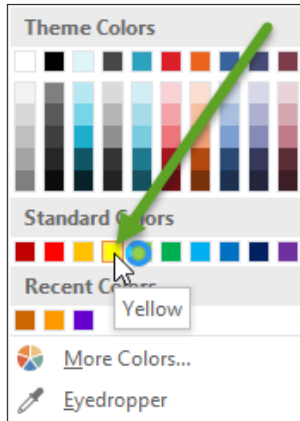
| Name            | Hours | Hourly Pay | Gross Pay |
|-----------------|-------|------------|-----------|
| Sarah James     |       |            |           |
| Enrico Gonzalez |       |            |           |
| Sammy Alberton  |       |            |           |
| Gem Morena      |       |            |           |

4. Insert two more columns at the end of the table. Give the first new column the heading **Deductions** and the second new column the heading: **Net Pay**
5. Automatically resize the right-hand border of the **Deductions** column so that its entire text fits on one line, then set the table's horizontal alignment to **Align Center** and its vertical alignment to **Align Middle**.
6. Apply **Themed Style 1 – Accent 4** to the table:

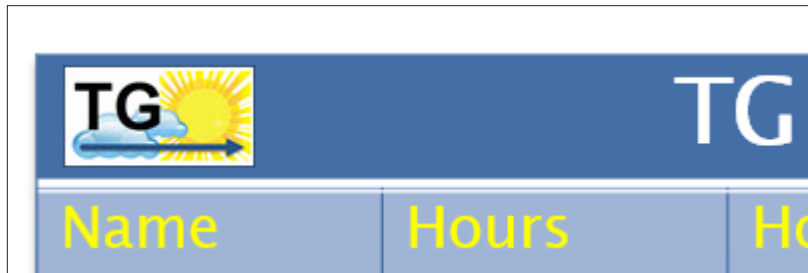


7. Add a new row at the top of the table and merge it into a single cell.
8. Type **TG Salary Structure** into the new row, center the text horizontally, then change the font size of the text to **28**.

9. Change the **Font Color** of the column headings in the second row to **Yellow**:



10. Insert the **Tropical\_Getaways\_Logo**, located in the **Additional Exercise Files** folder, into the slide and position it in the top row above the **Name** column:

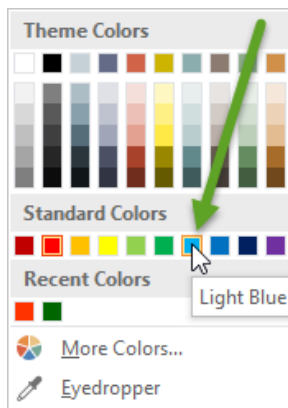


11. Save the presentation with the name: **P6\_P1\_Submission**

## Tropical Getaways: Working with Comments in a Presentation

You've had your supervisor at Tropical Getaways review a presentation you created, and he's emailed it back to you with some added comments and suggestions. After opening the presentation, you'll review the comments and make several changes. You will reply to several of the comments, delete the comments that you feel are redundant, and create a new comment of your own.

1. Download and open the Project Grader starting file **P7\_P1\_Start**.
2. Reply to the **slide 1** comment with: **I am trying to portray a sunset effect.**
3. Make changes to **slide 2** as suggested in the **slide 2 comment**, then delete the comment. Make sure the two destinations that the comment refers to remain at the top of their new columns.
4. Reply to the **slide 4** comment with: **Agreed. How about this blue?** Then, change the font color of the three destinations (Sychelles, Barbados, London) from **red** to **Light Blue**. Only change the font color of the text not the bullet color.

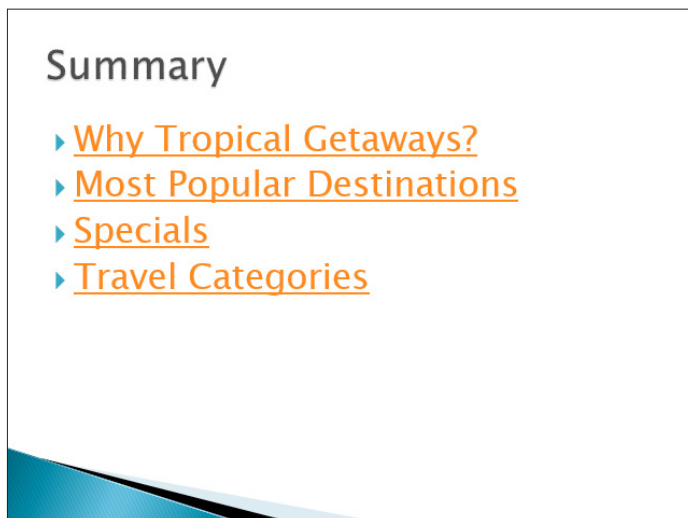


5. Reply to the comment on **slide 5** with: **I'll check and get back to you.**
6. Attach a new comment to the **content placeholder** with the four travel categories on **slide 6** that says:  
**Do you think the background color is boring?**
7. Delete the comments in **slides 3, 7, 8, and 10**.
8. Save the presentation with the name: **P7\_P1\_Submission**

## Tropical Getaways: Finalizing a Presentation

You have been asked to represent Tropical Getaways at an upcoming Vacation Symposium. Your boss wants you to give a presentation that outlines what the company does, the travel categories and destinations it covers, and a few sample prices. As you finalize the presentation, you decide to add a Title and Category to the document properties. To help you keep track of the things you want to say, you'll add some speaker notes. Finally, you will add an Agenda slide with some hyperlinks to various parts of the presentation.

1. Download and open the Project Grader starting file **P8\_P1\_Start**.
2. Edit the presentation's **Document Properties** as follows:
  - Change the title to: **TG Symposium Presentation**
  - Add the following category: **Marketing**
3. Add the following speaker note to **slide 1: Give a brief introduction**.
4. On **slide 3**, add the following speaker note list exactly as shown:  
**Also joining the list are:**  
**Costa Rica**  
**Seychelles**  
**Maldives**
5. Apply bullets to the three destinations listed in the speaker notes on **slide 3**.
6. Add a new **Title and Content** slide at the end of the presentation that has the same theme as **slide 12**.
7. Type **Summary** as the slide title, and then type the following list of slides in the content area, making the list font size **36**:
  - **Why Tropical Getaways?**
  - **Most Popular Destinations**
  - **Specials**
  - **Travel Categories**
8. Create hyperlinks from each slide title in the **Summary Slide** to the corresponding slides within the presentation.



9. Save the presentation with the name: **P8\_P1\_Submission**