Project 1

1. Change the Slide Master theme colors to Blue.

2. On Slide 2, create a bulleted list from the text, Leading ... decades. For the bullet, use the picture MS TomoLogo.png located in the GMetrixTemplatesfolder.

3. Insert a new slide 3 using the slide titled Board of Directors from FT Draft.pptx located in the GMetrixTemplates folder.

4. In the right pane of the slide titled FusionTomo, insert the video FusionTomo.mp4 located in the GMetrixTemplates folder.

5. Insert a new slide at the end of the presentation by importing the file Leadership.docx located in the GMetrixTemplates folder.

Project 2

1. Apply the Bevel Perspective Left, White style to the photo on slide 2.

2. On slide 3, change the video playback to start automatically when the slide loads and redisplay the title screen after the playback is finished.

3. Apply Style 9 to the IEEE Wireless Network Standards chart on slide 4.

4. Modify the design of the table on slide 5 to Light Style 3 - Accent 6

5. Change the colors of the graphic on slide 6 to Colorful Range - Accent Colors 5 to 6.

Project 3

1. Duplicate the slide titled Most Popular.

2. Make the slide titled Other Activities visible.

3. Display the date in the upper-right corner of handouts created from this presentation.

4. Reorder the presentation so the last slide titled Adventurous Trails is slide 3.

5. Change the handout settings to print 3 slides per page.

Project 4

1. On the title slide, insert a Colored Outline - Dark Yellow, Accent 2 oval shape, 2" high and 3.5" wide (5.08 x 8.89cm). Position the shape behind the image of the biker.

2. On slide 3, add the title Touring Bikes

3. On slide 3, create a table in the left placeholder with 3 columns and 6 rows. Accept the default style.

4. Create a custom slide show named, Hardtail Bike Sale using slides 1, 2, 4 and 6.

5. Disable the Slide Show options for narrations, timings, and media controls.

1. Add the text Summer Success to the Subject property of this file.

2. On slide 2, apply the color Light Blue to the text 10%, 12%, and 60% and equalize the character height. Leave all other text unchanged.

3. On slide 2, apply the Inside Bottom Right Shadow effect to the sun illustration.

4. On slide 5 crop the image to an Oval shape.

5. On the last slide, use the list to create a Basic Process SmartArt diagram.

1. Locate the center of the slide by displaying the alignment guides.

2. Change the chart on slide 3 to a Clustered Bar.

3. On the last slide, reorder the shapes so the diagram reads Quality Ingredients + Exciting Flavors → Amazing Ice Cream.

4. Apply a transition effect duration of 1.50 to all of the slides in the presentation.

5. Set the Print Options to be High Quality.

1. Apply the Ripple transition to all of the slides.

2. On slide 2, modify the animation so all of the list items enter From Bottom-Right.

3. On slide 3, next to the list item Pay $75 insert a comment Update the fee to $90.

4. On slide 5, modify the animation so the list items appear in the order Theory, Skills, Ocean Dive.

5. Remove all of the Document Properties and Personal Information from the presentation. Leave all other hidden properties.