

# Microsoft PowerPoint, 2016

## Assignment #1

Using PowerPoint, you will develop a slide show promoting the Photography Club. This show will be built from a new presentation and include a number of photographs, a theme, some text, and transitions between slides.

### Set-up

- 1) Open a "New" PowerPoint presentation and select the "Celestial" template with a reddish-orange variant.
- 2) Choose to create this presentation and save it as "Photo\_Club\_LastName\_FirstName" replacing the words LastName and FirstName with your name.

### Create and Title the required slides

- 3) On slide one change the title to "The Photography Club" and the sub-title to your name
- 4) Add slide number two using the "Two Content" layout. Title the slide "Pictures of Flowers"
- 5) Add slide number three using the "Comparison" layout and title it "Unique Architecture"
- 6) Add slide number four using the "Title Only" layout (not "Title") and title it "Photography After Dark"
- 7) Add slide number five using the "Comparison" layout and title it "Amusement Rides"
- 8) Add slide number six using the "Title and Content" layout and title it "Come Join Us!"
- 9) Change the template to "Mesh" (it has a dark grey background) and use the blue-green variation (third option).

### Add the Pictures

- 10) On slide number two add "flowers\_01" in the first placeholder and "flowers\_02" in the second placeholder. Resize the images to 4.0 inches in height and align the top edge of each. If necessary, move the pictures so they do not overlap.
- 11) On slide number three add the title "Classic" to the left section marked "Click to add text" and the picture "architecture\_01" to the left content placeholder. Add the title "Modern" to the right section marked "Click to add text" and the picture "architecture\_04" to the right content placeholder. Resize each to 3.0 inches high and align the tops of both pictures just under the name of their respective style of architecture.
- 12) On slide number four insert the picture "fireworks\_02" and drag it to the bottom left corner. Set the height to 7.5 inches and drag the image so it fills the left portion of the slide. With the picture still selected choose "Send to Back" so the title will still show. Add the image "fireworks\_01" to the slide, resize it to 3.75 inches high and drag it to the bottom right corner of the slide. Add the image "fireworks\_03" to the slide, resize it to 3.75 inches high, and drag it to the top right corner of the slide.
- 13) Change the layout of slide five to "Two Content" and add "rides\_01" to the left content placeholder and "rides\_03" to the right content placeholder. Resize both images to 4.0 inches in height, align the top edges, and position them under the slide title.

- 14) After slide five, add a new slide using the "Title Only" layout and title it "Sunrise/Sunset". Insert the pictures labeled "sunrise\_sunset\_01", "sunrise\_sunset\_02", "sunrise\_sunset\_03", and "sunrise\_sunset\_04". Using the dialogue launcher to size the pictures, de-select the "Lock aspect ratio" checkbox and size each picture to 3.0 inches high and 3.5 inches wide. Place the images in a grid to the right of the title slide with the beach pictures on top (sunrise) and the red/orange pictures on the bottom (sunset).
- 15) On slide seven add the text:
  - Every Tuesday at 2:00
  - In the Photo Lab
  - Bring your camera
  - See you there!
- 16) Return to slide one and add the images "architecture\_02", "architecture\_03", and "rides\_02" to that slide. Resize all of the images to 3.25 inches in height and place the red hotel picture in the top left corner, the purple house in the top right corner, and the amusement rides in the bottom right corner.

### Finish the documents

- 17) Add the transition "Peel Off" with a timing of 1.0 seconds and apply it to all of the slides.
- 18) Save the presentation and add a comment in the document properties with your name and today's date.
- 19) Submit the presentation following the instructions given to you by your instructor.