

# Microsoft PowerPoint, 2016

## Assignment #2

In this presentation you will create a presentation featuring the Montgomery College Baseball team. The presentation will include a link to a video, transitions, an animation you create, and audio. This presentation will require an internet live internet connection to play properly.

### Set-up

- 1) Open a "New" presentation and search the available templates with the keyword "summer." From the list of templates select the one titled "Earth tone presentation (widescreen)" and create the presentation.
- 2) Save your presentation as "Baseball\_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 "Montgomery College Raptors Baseball Team" and the sub-title to your name
- 4) Title slide two as "Raptor Baseball News for 2016" and update the three bullets to read:
  - Raptors Baseball Claims Ninth Region XX Championship in the Last 11 Years
  - Harry Thomas III earns Montgomery College Baseball its 7th Gold Glove Award in 9 years!
  - Head Coach: Dan Rascher
- 5) Delete the remaining slides in the presentation (slides 3 – 11)
- 6) Add a new slide using the layout "Title Only" and add the title "Raptors in Action"

### Add and Animate the Baseball

- 7) On slide two insert an online image that looks like a baseball and resize it (if necessary) to approximately 2.5 inches square. If you do not have an active internet connection a sample baseball is available in the student data files called "baseball.png".
- 8) Position the graphic approximately half way across the slide, and near the bottom.
- 9) Select the baseball and add a "Fly In" effect entering from the left. The animation should start "After Previous" and last for two seconds.
- 10) Add an animation in the "Emphasis" group called "Spin." This animation should occur "With Previous" and last two seconds.
- 11) Add an animation for the exit that uses the "Fly Out" option to the right. This animation should be set to start "After Previous," last for two seconds and start after a three second delay.
- 12) Add the animation "Spin" so that it starts "With Previous," lasts two seconds after a three second delay.
- 13) When you preview the animation is should appear as if the baseball is rolling into the slide, pausing for three seconds, then rolling out of the slide.

### Add the Video

- 14) Go to slide three and insert an online video by searching YouTube for "MC Raptors Baseball." Select any one of the videos that display and choose to "Insert" the clip.

- 15) Resize the clip so it is approximately 10.0 inches wide, then drag it to the bottom right corner of the slide.
- 16) Apply the video shape “Round Diagonal Corner Rectangle” (the last option in the “Rectangles” group, and a 6.0 pt. border with the color “Tan, Accent 6.”
- 17) Set the video to start “On Click” and “Rewind After Playing.” (Note: if your video runs for several hours – which may be true if you have selected an entire baseball game – be sure the first two minutes play properly since that demonstrates your skill at working with video.)

### Finish the documents

- 18) Change the color scheme of the entire presentation to “Violet II” to more closely match the Raptor colors. Set all of the transitions to “Switch” with a two second duration.
- 19) On slide one only, add “Applause” for .5 seconds as the presentation begins.
- 20) Save the presentation and add a comment in the document properties with your name and today’s date.
- 21) Submit the presentation following the instructions given to you by your instructor.