

PowerPoint Assessment – Bees

Perform the following tasks:

1. Open the **Bees** PowerPoint file you downloaded.
2. Save as: **Bees Final (followed by your initials)**.
3. Refer to diagram on the Course Web Page for the final solution.
4. On the Title Slide.
 - a. Use your name in place of Student Name and then bold and italicize this text.
 - b. Type the Title text and choose a similar WordArt style.
 - c. Increase the font size of the title text to 96 point.
 - d. Change the font to Bernard MT Condensed.
 - e. Apply the WordArt style, Fill – White, Outline – Accent 1, Shadow.
 - f. Change the text fill color to Yellow.
 - g. Change the text outline to Black, Text 1.
 - h. Change the outline weight to 2 ¼ pt.
 - i. Apply the Transform text effect, Arch Up (or any of your choice) to this text.
 - j. Save.
5. Apply the Beveled Oval, Black picture style to the picture on Slide 1 and then move the picture to the center of the slide as shown.
6. Create a background on Slide 1 by inserting the photo, **Spring**.
7. On Slide 2, change the layout to Title and Content.
 - a. Increase the title text font to 54 point.
 - b. Change the font color to Green and then bold this text.
 - c. Increase the list font size to 32 point.
 - d. Save.
8. Create a background on Slides 2 and 3 by inserting the Light Gradient – Accent 4 gradient fill.
9. On Slide 2, insert the picture, **Bee2**, move it to the right side of the slide, and then apply the Soft Edge Rectangle picture style to the picture.
10. On Slide 2, in the Notes pane, type **Wear long pants and a long-sleeved shirt when hiking or working outside.**
11. Replace the word, **proper**, with the synonym, **appropriate**.
12. On Slide 3, increase the Title text font to 54 point,
 - a. Change the font color to Green, and then bold this text.
 - b. Increase the list font size to 24 point.
 - c. Insert the photo, **Bee3**, and then apply the Reflected Bevel, Black picture style.
 - d. Change the picture brightness to Brightness: +20% Contrast: 0% (Normal) (in Brightness/Contrast area).
13. In the Notes pane, type **Apply ice to control swelling**.

PowerPoint Assessment – Bees

14. Create a new Slide 4 with the blank layout.
 - a. Create a background on Slide 4 by inserting the photo, **Hiking**.
 - b. Insert the illustration, **Bee4**. Resize this illustration and move it to the woman's right arm, as shown.
 - c. Save.
15. On Slide 4, insert the Oval Callout shape, and then move it to the right side of the woman's head.
 - a. Apply the Subtle Effect – Gold, Accent 4 shape style to the callout. Size the shape as shown.
 - b. Type **I am glad I have insect repellent in my backpack** in the shape.
 - c. Bold and italicize this text and then change the font size to 20 point, as shown.
 - d. Save.
16. On Slide 2, apply the Zoom Entrance animation effect to the bulleted list,
 - a. Change the duration to 02.00 seconds.
 - b. Change the Start timing setting to After Previous.
 - c. Save.
17. Apply a transition of your choice to all slides. Change the duration to 02.50 seconds.
18. **Create a Closing Slide** similar to the Title Slide.
 - a. The closing slide should signal to your audience that the presentation has drawn to a close. **(Do not type "The End")**
19. Compress all pictures for Email (96 ppi).
 - a. Click on one picture, on the Ribbon go to the Format tab, click Compress Picture.
 - b. Uncheck the first checkbox.
 - c. Click E-mail, then OK.
20. Save the presentation.