

PowerPoint Assessment – History of Cotton

Perform the following tasks:

1. Open the **History of Cotton** PowerPoint file you downloaded.
2. Save as: **History of Cotton Final (followed by your initials)**.
3. Refer to diagram on the Course Web Page for the final solution.
4. On Slide 1: Insert your Name as a Text Box.
5. On Slide 4,
 - a. Select the 5 types of cotton and Convert to a Pyramid List SmartArt graphic (Convert to SmartArt button is on the Home Tab).
 - b. Save.
6. On Slide 6,
 - a. Insert a Clustered Column Chart.
 - b. Make the changes to the worksheet as detailed below.

	A	B	C	D
1		2014	2015	2016
2	Texas	4.3	2.4	2
3	Missouri	2.5	4.4	2
4	Virginia	3.5	1.8	3
5	Alabama	4.5	2.8	5

- c. Enter ***Top Cotton Producing States*** as the Chart Title
 - d. Save.
7. On Slide 9,
 - a. Using any WordArt style, enter the text ***“Wrapped for Protection”***.
 - b. Apply the Transform text effect, Chevron Up (2nd row) to the text. Move text to the top of the slide.
8. In your folder, Open the Word document Cotton Production, copy the table text.
9. On Slide 11,
 - a. Insert a Table (4 x 8)
 - b. Paste the data you copied on your slide.
 - c. Add a new row above the first row.
 - d. Merge the 4 cells and enter the following title ***“Data from US Department of Agriculture”***.
 - e. Center the title, and increase the font size.

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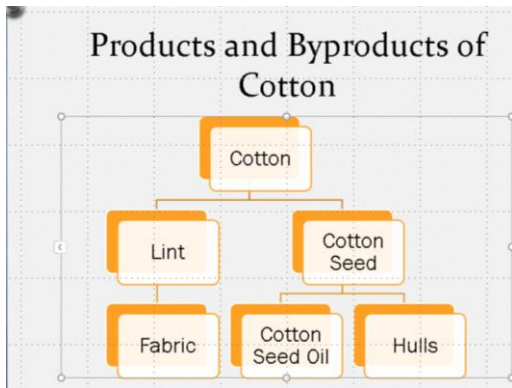
f. Choose a Table Style of your choice.

g. Save.

10. On Slide 12,

a. Insert a SmartArt Graphic: Click Hierarchy: Choose Hierarchy (2nd row).

b. Before typing any text, add or delete text boxes to match the diagram.



c. Enter the text in the appropriate text box.

d. Save.

11. On Slide 2,

a. Delete the bed picture.

b. Insert the crib video.

c. Apply a Dark Blue border and change the border weight to 3 pt.

d. Trim the video so that the End time is 00:05:000.

e. Start the video Automatically.

f. Save.

12. Go to the Closing Slide, enter text to signal to your audience that the presentation has drawn to a close. **(Do not type “The End”)**

13. Compress all pictures for Email (96 ppi). Same procedure you did for your **Bees Final**.

14. Compress Media (Low Quality) for E-mail.

a. On the Ribbon, click the File tab.

b. Click Compress Media

c. Click Low Quality.

15. Save the presentation.