Project - PowerPoint Lesson 01:

Perform the following tasks:

1. Open the Network.pptx data file in Lesson 01.
2. Save as: Network Final.
3. Change the presentation Theme to another theme of your choice.
   a. Modify the Theme's Variants, color, font or effects.
4. Modify Slide 1, the Title Slide to include:
   a. a descriptive Title for your presentation. The title should prepare your audience for the material they are about to see and/or hear.
   b. your name as a subtitle.
5. On the Notes Pane of Slide 1, enter and answer the following questions.
   a. What is the purpose of the presentation? *What is the message you want to communicate?*
   b. Who is your audience?
6. Using the 7 x 7 Rule, modify slides 2, 5, 6, 8 to focus on key words and phrases that will reinforce the message of the presentation.
7. Create a Closing Slide similar to the Title Slide. The closing slide should signal to your audience that the presentation has drawn to a close.
8. Play the show beginning from slide 1 and modify as needed.
9. Save and Print the presentation as audience handouts with 9 slides vertical per page.
10. Upload Network Final into your PowerPoint folder.