

# Project - PowerPoint Lesson 02:

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Perform the following tasks:

1. Open the Bees.pptx data file.
2. Save as: **Bees Final**.
3. Refer to the link for the final solution on the Course web page.
4. On the Title Slide.
  - a. Use your name in place of Student Name and then bold and italicize this text.
  - b. Select the title text and increase the font size to 96 point and change the font to Bernard MT Condensed.
  - c. Apply the WordArt style, Fill – White, Outline – Accent 1, Shadow or another similar style.
  - d. Change the text fill color to Yellow.
  - e. Change the text outline to Black, Text 1.
  - f. Change the outline weight to 2 ¼ pt.
  - g. Apply the Transform text effect, Arch Up (in Follow Path row) to this text.
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 on the final solution.
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, change the font color to Green, and then bold this text.
  - b. Increase the bullet list font size to 32 point.
8. Create a background on Slides 2 and 3 by inserting the Light Gradient – Accent 4 gradient fill or another similar fill of your choice.
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,
  - a. Increase the Title text font to 54 point, 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 and change the picture brightness to Brightness: +20% Contrast: 0% (Normal) (in Brightness/Contrast area).
  - d. In the Notes pane, Type **Apply ice to control swelling**.
- 13. 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.
- 14. 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 on the final solution.
  - b. Type **I am glad I have insect repellent in my backpack** in the shape. Bold and italicize this text and then change the font size to 20 point, as shown on the final solution.
- 15. Apply a transition of your choice to all slides. Change the duration to 2.50 seconds.
- 16. Save the presentation.