

Project - PowerPoint Lesson 03a:

Perform the following tasks:

1. Open the Bees.pptx data file.
2. Save as: Bees Final.
3. Refer to diagram 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 and change the font to Bernard MT Condensed.
 - d. Apply the WordArt style, Fill – White, Outline – Accent 1, Shadow.
 - e. Change the text fill color to Yellow.
 - f. Change the text outline to Black, Text 1.
 - g. Change the outline weight to 2 ¼ pt.
 - h. Apply the Transform text effect, Arch Up 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.
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. Increase the list font size to 32 point.
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, type **Wear long pants and a long-sleeved shirt when hiking or working outside.** in the Notes pane.
11. Replace the word, proper, with the synonym, appropriate.
12. On Slide 3, increase the Title text font to 54 point, change the font color to Green, and then bold this text. Increase the list font size to 24 point. 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).
13. Type **Apply ice to control swelling.** in the Notes pane.

14. Create a new Slide 4 with the blank layout. Create background on Slide 4 by inserting the photo, Hiking. Insert the illustration, Bee4. Resize this illustration and move it to the woman's right arm, as shown.
15. On Slide 4, insert the Oval Callout shape, and then move it to the right side of the woman's head. Apply the Subtle Effect – Gold, Accent 4 shape style to the callout. Size the shape as shown. 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.
16. On Slide 2, apply the Zoom Entrance animation effect to the bulleted list, change the duration to 2:00, and then change the Start timing setting to After Previous.
17. Apply a transition of your choice to all slides. Change the duration to 2.50 seconds.
18. 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.
19. Save the presentation.