

# PowerPoint Assessment - Swimming

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Perform the following tasks:

1. Open the **Swimming** PowerPoint file you downloaded.
2. Save as: **Swimming Final (followed by your initials)**.
3. Refer to diagram on the Course Web Page for the final solution.
4. On Slide 1,
  - a. Change the Slide theme to a theme with a black background. Apply only to Slide 1 (right-click on the Theme of your choice), all other slides remain the same.
  - b. Change the title text font to Britannic Bold.
  - c. Increase the font size to 48 point.
  - d. Change the font color to Yellow, and then center the text.
  - e. Change the font case to UPPERCASE.
  - f. Move the title text placeholder to the top of the slide. Delete the subtitle text placeholder.
  - g. Insert your name using a Text Box. Position it towards the bottom of the slide.
  - h. Save.
5. On Slide 1,
  - a. Apply the Moderate Frame, White picture style to the picture.
  - b. Move the picture to the center of the slide.
6. On Slide 1,
  - a. Apply the Grow/Shrink Emphasis animation effect to the Teardrop shape.
  - b. Change the duration to 03.00 seconds. Change the Start timing setting to After Previous.
  - c. Save.
7. On Slide 2,
  - a. Change the title text font to Franklin Gothic Heavy.
  - b. Increase the font size to 40 point.
  - c. Change the font color to Dark Blue and then center the text.
8. Use the Format Painter to apply these same attributes to the title text font on Slide 4.
9. On Slide 2,
  - a. Apply the Bevel Perspective picture style to the picture.
  - b. Increase the size of the picture to approximately 5.01" height and then position it on the right side of the slide.
  - c. Save.
10. On Slide 2,
  - a. Apply the Zoom Entrance animation effect to the bulleted list.
  - b. Change the duration to 02.00 seconds, and then change the Start timing setting to After Previous.

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- c. Save.
11. On Slide 3,
  - a. Insert the video file called **Swim**.
  - b. Increase the size of the video to approximately 5.00" height and move the video to the center of the slide.
  - c. Apply the Simple Frame, White video style to the video.
  - d. Change the Video Border color to Yellow.
  - e. Trim the video so that the End Time is 00:14:151.
  - f. Play the video until around the two-second mark, set the Poster Frame to the Current Frame.
  - g. Start the video automatically.
  - h. Save.
12. On Slide 3,
  - a. Insert a text box on the left side of the slide and type **Video highlights from one of our swim meets** in the text box.
  - b. Change the font to Arial, change font size to 24 point, and then bold and italicize this text.
13. On Slide 4,
  - a. Increase the size of the swimmer picture to approximately 3.88" height.
  - b. Apply the Beveled Oval, Black picture style to the picture.
  - c. Change the border color to Light Green and then change the border weight to 6 pt.
  - d. Position the picture on the left side of the slide under the title.
  - e. Save.
14. On Slide 4,
  - a. Apply the Float Out exit animation effect to the flippers illustration.
  - b. Change the duration to 05.00 seconds. Change the Start timing setting to After Previous.
15. **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")**
16. Apply an appropriate transition to all slides.
17. Compress all pictures for E-mail (96 ppi). Same procedure you did for your **Bees Final**.
18. Compress Media (Low Quality) for E-mail.
  - a. On the Ribbon, click the File tab.
  - b. Click Compress Media
  - c. Click Low Quality.
19. Save the presentation.