

Project PP-4: Finalizing a Presentation

In this project, you'll apply what you've learned as you finalize a version of the Microsoft PowerPoint presentation that you worked with in Project PP-3.

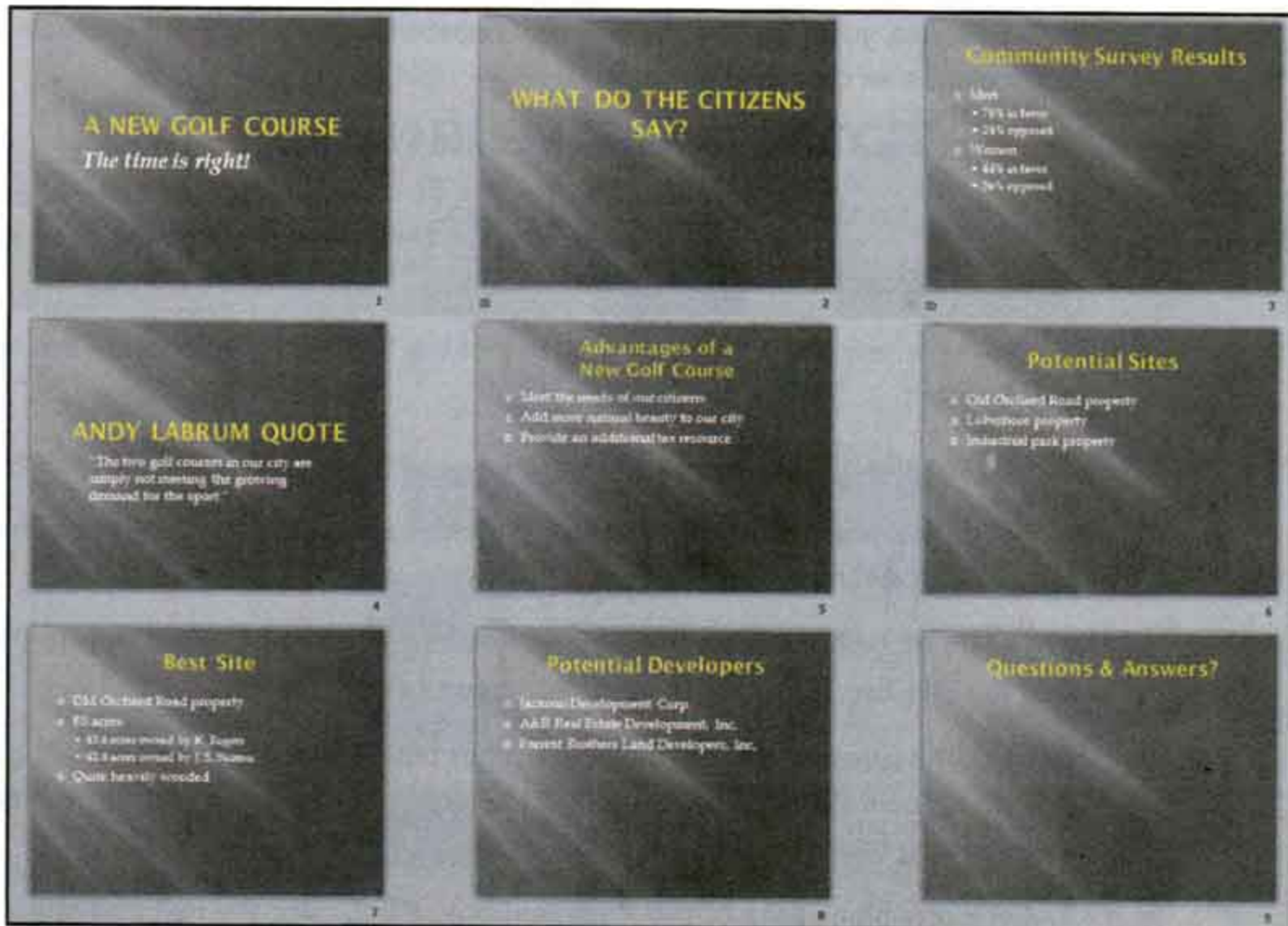
Requirements: This project requires Microsoft PowerPoint.

Project file: PrjPP-4.pptx



1. Copy the file PrjPP-4.pptx to your Project folder using the Copy It! button on this page in the BookOnCD.
2. Start Microsoft PowerPoint.
3. Open the file PrjPP-4.pptx from your Project folder.
4. Use Slide Sorter View to move the "Questions & Answers?" slide to the end of the presentation.
5. Move the "Best Site" slide so that it comes immediately after the "Potential Sites" slide.
6. In Normal View, add the following speaker note to the first slide in the presentation: *Introduce team members Jill Smith, David Byrne, and Tom Woods.*
7. Add the following speaker note to the last slide in the presentation: *Let's get a general idea of your reaction to the proposed golf course... raise your hand if you would like the project to proceed.*
8. Delete the slide titled "We need to proceed as quickly as possible!"
9. Check the spelling of all slides and make any necessary corrections.
10. Select the View tab and then click the Slide Master button. Select the first (and largest) master slide. Select *Click to edit Master title style*. Go back to the Home tab and select a bright yellow color for the title text.
11. Look through the list of master slides and make sure that all the titles are bright yellow.
12. Switch back to Normal View and double-check the color of all the titles. If you need to make adjustments to the title colors, go back to Slide Master View.
13. Bullets should use consistent grammar and sentence structure. Modify the bullets on slide 5 so that all are either full sentences with periods at the end, or sentence fragments with no periods.
14. In Slide Sorter View, compare your presentation to the one shown on the next page.

• Finalizing a Presentation (continued)



15. Save your presentation in your Project folder using the file name PrjPP-4 XXXXX 9999, where XXXXX is your name or student ID number and 9999 is your class section number.