

## Exercise 1

1. Create a New Presentation.
2. Slide 1 Insert a Title and Content slide. Insert the title Proposed Programs.
3. Choose to create a table with four columns and seven rows. The insert the table text shown in Illustration A.

Illustration A.

Course Offered

Will Likely to Appeal to			
Courses	Students	Faculty /Staff	Community
Youth Swimming lessons		X	X
Adult Swimming lessons	X	X	X
Youth Stroke clinic		X	X
Lifeguarding Course	X		X
Master's Swimming Team			X
Aquacize	X	X	X

4. Create a second slide using Title only Layout. Insert the Title Proposed Pool Schedule.
5. Then go to Insert and create a Table and add information below. You would need to merge cells in the first column Table Tools Layout Merge cells. Change the Text direction to Rotate 270.
6. Add an image as a background for some of the cells as follows.
  - ✓ Select all cells except the first row and first column. Open the Format Shape dialog box. Right click on selected area. Navigate to a picture with swimming.
  - ✓ Choose to tile the picture. Make sure the scale values are both 100%. And change the offset X value to 40points. The image should fit neatly.
  - ✓ Change the transparency to 70%.

## Proposed Pool Schedule

MORNING & AFTERNOON	Program	Weekdays	Weekends
	Swim Team	5:30 – 7:00	
	Open Swimming	7:00 – 9:00	8:00 – 12:00
	Classes	9:00 – 11:00	
	Aquacize	11:00 – 12:00 MWF	
	Masters Swimming	12:00 – 2:30 T TH	11:00 – 12:30
	Youth lessons	4:00 – 5:30	12:30 – 5:00
	Adult lessons	5:00 – 6:30	2:30 – 4:00

7. Add another new slide with the Title Only slide Layout. Insert the title Planning Services Price List.
8. Insert the table below, using the Table Button on the Insert Tab.

## Planning Services List

Service	Zone 1	Zone 2	Zone 3	Zone 4
Permits	\$100	\$250	\$150	NA
Site Study	\$1,500	\$2,250	\$3,000	\$1,500
Planning	\$60/hour	\$70/hour	\$85/hour	\$60/hour
Design	\$125/hour	\$150	\$300	\$200/hour

9. You have decided to stop offering services for Zone 4. Delete the Zone 4 column. Highlight column Table Tools Layout and delete.
10. Apply a different table style, and choose different table style options.
11. Center the entries in the last three columns, and position the table attractively on the slide.
12. Add another slide at the end of the presentation with the Title Only slide Layout. Insert the title Sample Costs by Style.
13. Use the Excel Spreadsheet command on the Table button on the Insert tab to insert a new worksheet on the slide.
14. Enlarge the worksheet to show columns A through E and rows 1 through 6. Enter data shown below.

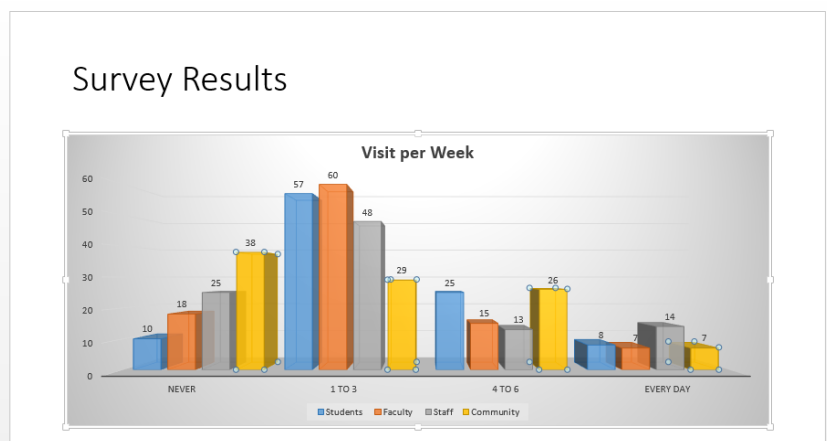
### Sample Costs by Style

	Victorian	Tudor	Arts & Craft	
Permits	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Site Study	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Planning	\$ 1,500.00	\$ 1,500.00	\$ 1,250.00	\$ 1,300.00
Design	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 3,500.00
<b>Total</b>				

15. Insert another slide Title and content. Insert the title Survey results.
16. Choose to create a chart using the 3-D Clustered Column chart type. Replace the sample data with the following.

	Never	1 to 3	4 to 6	Every Day
Students	10	57	25	8
Faculty	18	60	15	7
Staff	25	48	13	14
Community	38	29	26	7

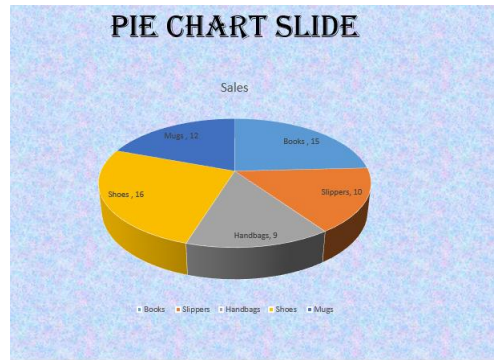
17. Switch rows and columns.
18. You can change the Layout. Type Visits per Week as you chart title.



19. Insert another slide using the Layout Title and Content. Title Pie Chart Slide. Insert – Pie – 3D Pie and Ok.

Enter this on the excel spreadsheet that appears.

Sales	
Books	15
Slippers	10
Handbags	9
Shoes	16
Mugs	12



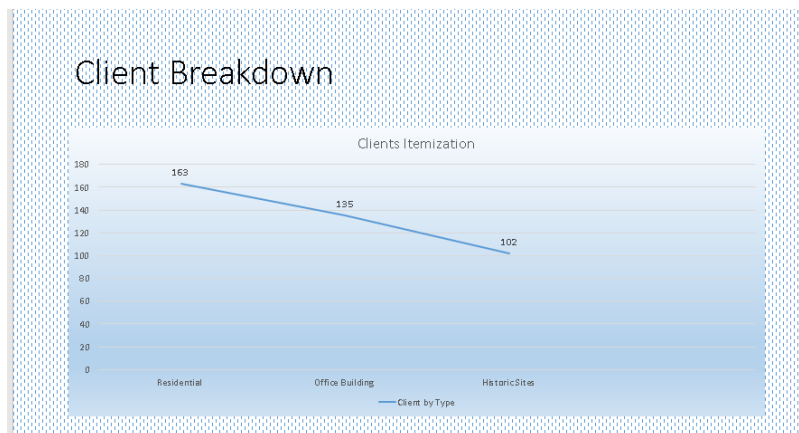
## Exercise 2

1. Create New Presentation **Title:** Information **Subtitle:** Client Analysis
2. Add a New slide with the Layout Title and Content. Insert the **Title:** Client Breakdown
3. Insert a Line Chart using the following data: (First Line Chart)

### **Clients by Type**

<b>Residential</b>	<b>163</b>
<b>Office Buildings</b>	<b>135</b>
<b>Historic Sites</b>	<b>102</b>

**Insert a Background for the Chart Area and the slide. As soon below.**

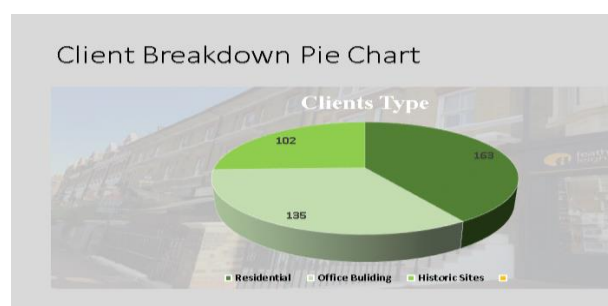
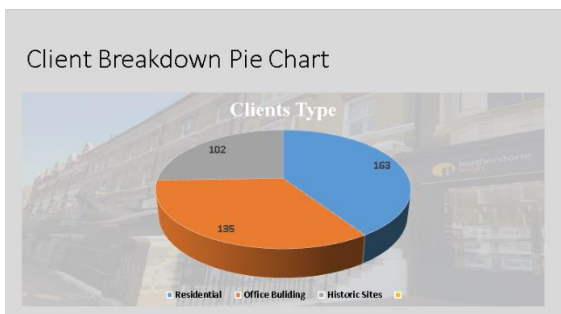


4. Insert a Pie Chart with the same information.

### **Clients by Type**

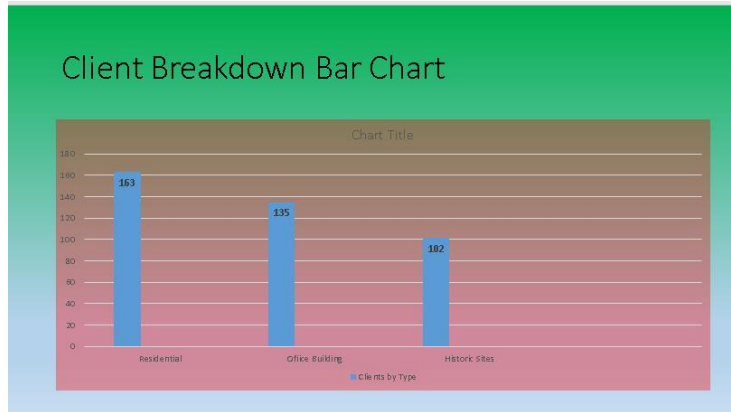
<b>Residential</b>	<b>163</b>
<b>Office Buildings</b>	<b>135</b>
<b>Historic Sites</b>	<b>102</b>

**Go to design Format Background and apply a fill of your choice to the slide and Chart Area. When apply the background to the chart area please change the transparency to 85% before apply the picture I searched "Residential". Add data labels to the chart choosing the inside end format. Click any label and change size and apply bold. Select each slice of the pie and apply different fill colour from the Shape Fill.**



5. Insert A Bar Chart same information:

**Clients by Type**  
**Residential 163**  
**Office Buildings 135**  
**Historic Sites 102**




6. Create a Table to display this Information: Use the Two Content Layout slide. So you would be able to insert the picture.

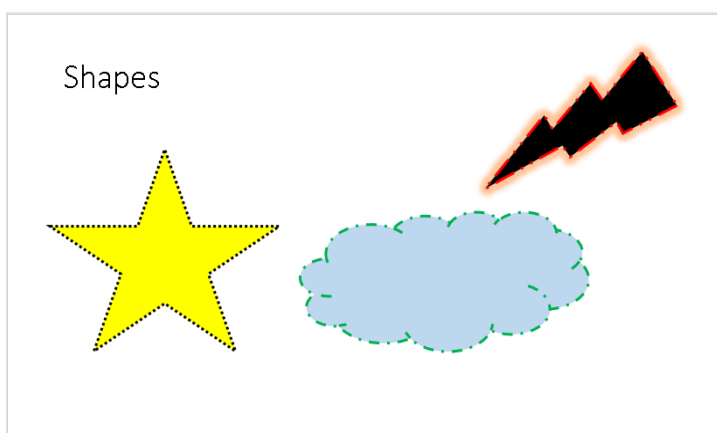
**Clients by Type**  
**Residential 163**  
**Office Buildings 135**  
**Historic Sites 102**

The slide contains the following table and image:

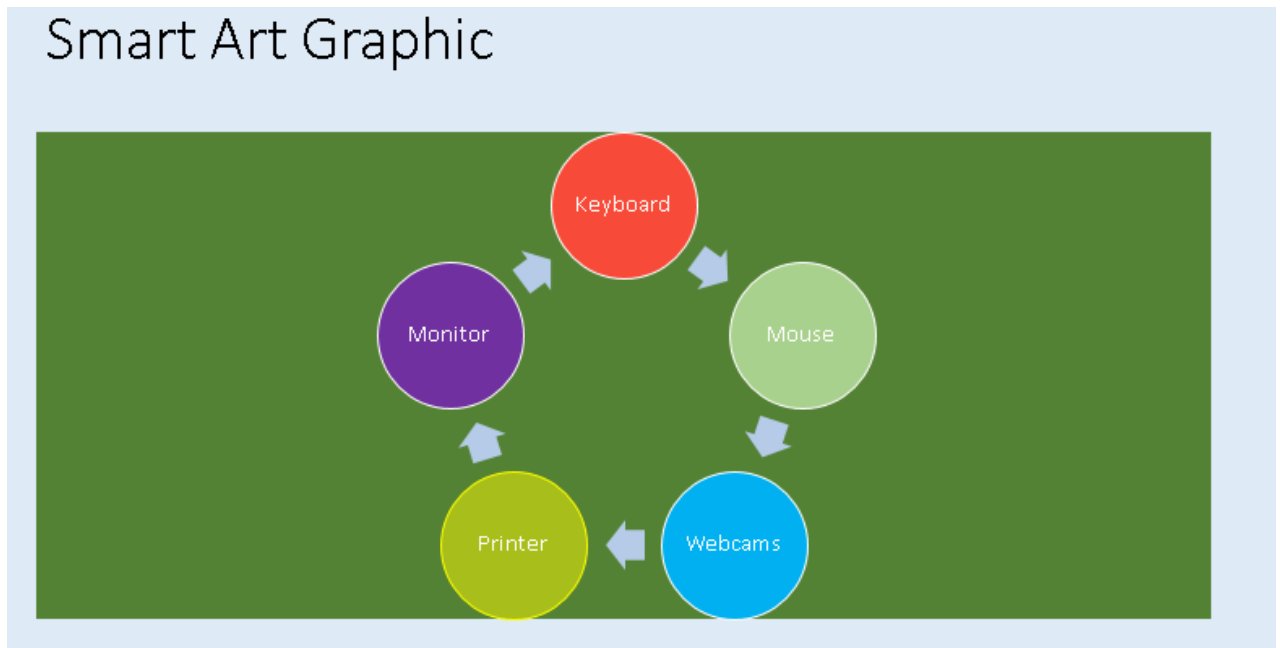
Clients by Type	
Residential	163
Office Buildings	135
Historic Sites	102



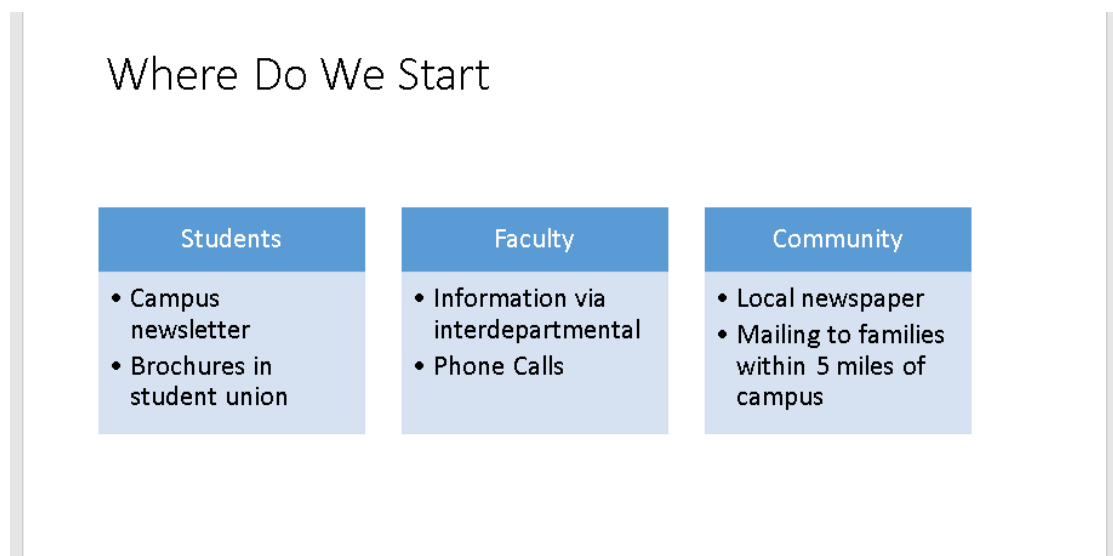
7. Insert a Slide with Shapes: You can use a Title only slide.



8. Insert a New Slide Title and Content: **Title:** Smart Art Graphic. Then insert a Smart Art graphic All from Cycle first one. Enter the text Monitor, Keyboard, Mouse, Webcam, Printer. Apply colour to the chat Area and Slide as desired.



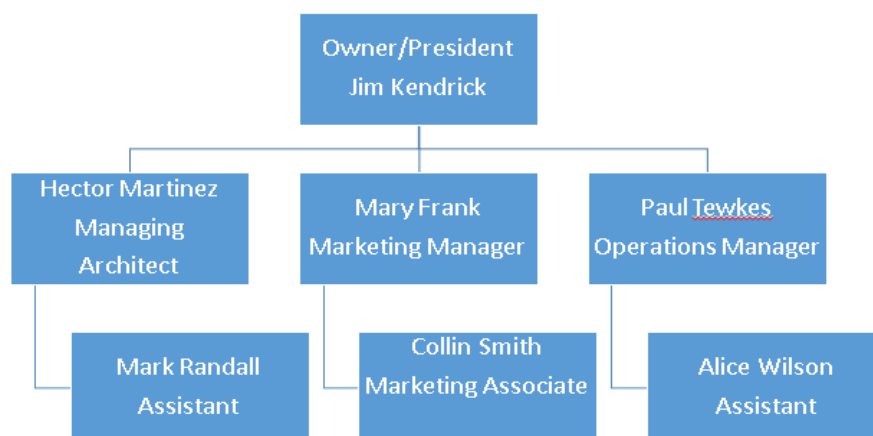
9. Insert a New Slide: Title and Content. The **Title** Where Do We Start.
10. Create a Smart Art graphic using Horizontal Bullet List (Third column second row) and insert as shown below.



11. You forget to include a plan of action for staff. Choose to add shape (Under Smart Art tools then Design). Type **Staff**. Add bullets under (Under Smart Art tools then Design) with this text.
  - **Information via interdepartmental mail**
  - **Brochures in departmental offices**
12. Change the Layout. (Under Smart Art tools then Design). Fifth Column second row.
13. Change the colour scheme to one you like better. Smart Art tools design change color. You can also change the style (Under Smart Art tools then Design Smart Art Styles).
14. Add another new slide Title and Content and type the **Title:** Company Structure.

15. Insert a Smart Art graphic that will allow you to create an organization Chart. Create the Chart shown. Modify and format as desired. You can use Hierarchy First Chart.

## Company Structure



16. Create a New slide show how to insert a video from online allow trainees to try it.
17. I would show how to copy the Video Embed code to show the video works.
18. Creating another slide and trying it again.
19. Apply transitions and animations to your all your slides.
20. Insert one last slide Layout Title Only. **Title** End Slide Apply your Transition Spilt or any other and Sound as Applause. You can add any other sounds to your slides as desired.

