

Task – Presentation

- You are required to create a short presentation
- All slides must have a consistent layout and formatting. Unless otherwise instructed, each slide must display a title and bulleted list.
- 1. Create a presentation of 6 slides using the file J217LODGINGS.RTF

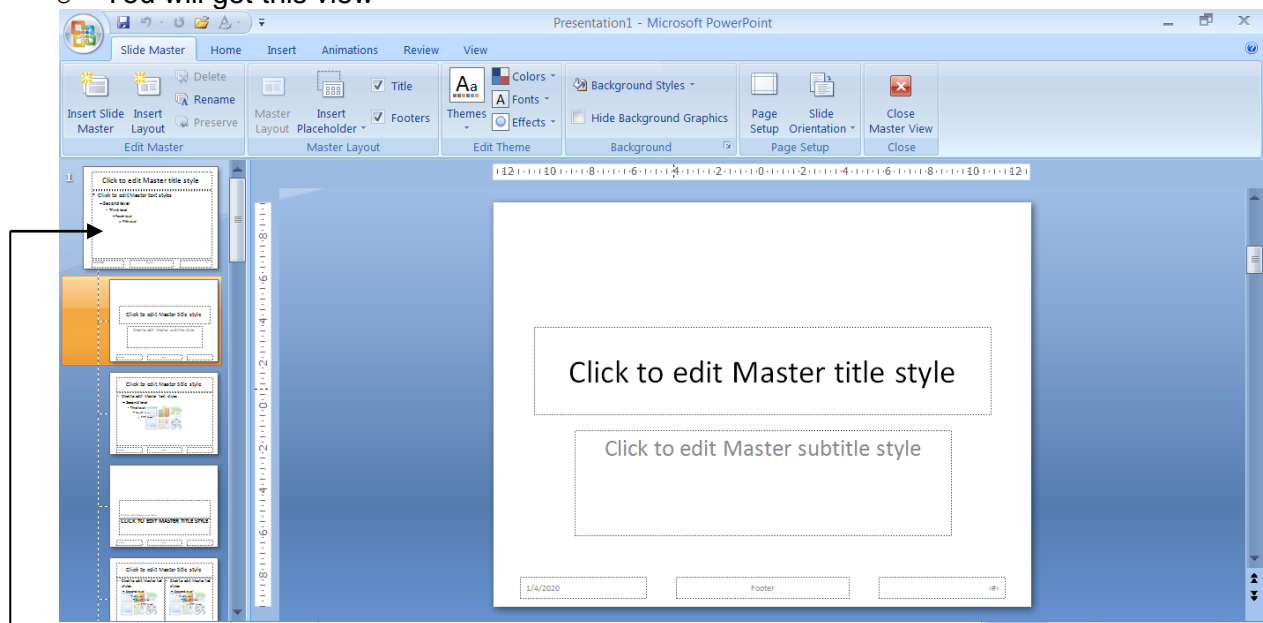
Open the file J217LODGINGS.RTF

As per the question they asked the

- ❖ Logo
- ❖ Your name, Center No, Candidate number
- ❖ Slide number

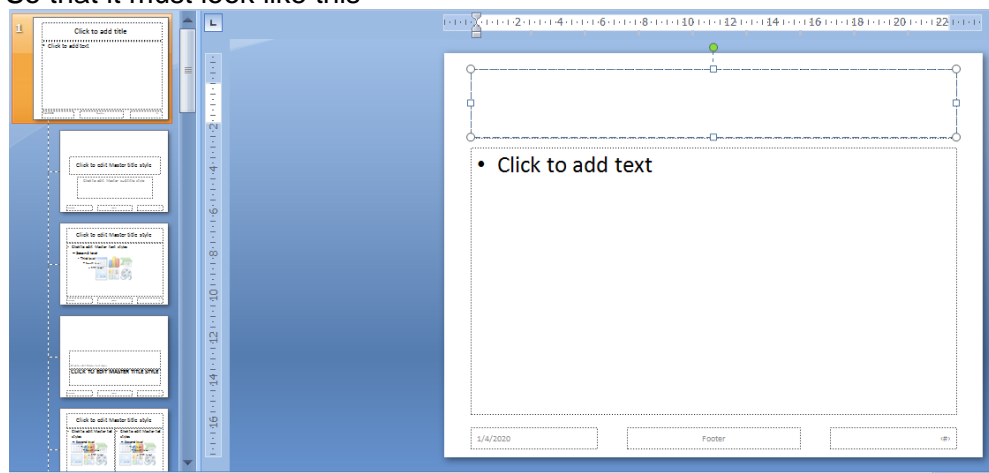
The above features must be replicated in all slides.

- So If these features must follow all the slides you have to use Slide Master from View tab.
- Because that is the template for all the slides.
- Whatever the feature you are adding in the Slide Master it replicates in all slides
- First open a new power point presentation
- Go to *View* tab -> *Slide Master*
- You will get this view



Now click the 1st slide

Once you clicked the 1st slide. Delete the contents which is inside the slide. So that it must look like this



2. Display the following features on all slides:

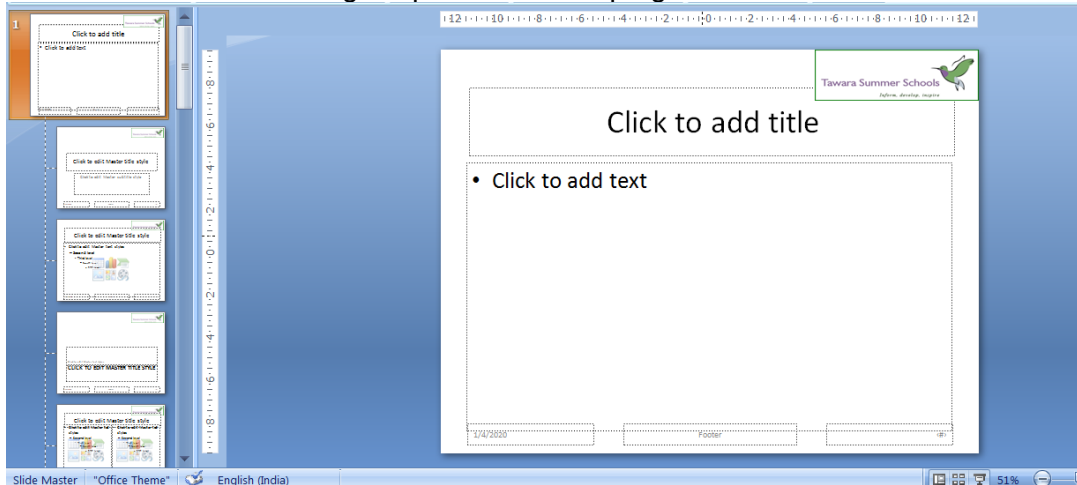
- ✓ The company logo J217LOGO.JPG positioned in the top right corner, appropriately sized with aspect ratio maintained

To insert a picture go to

Insert tab -> Picture

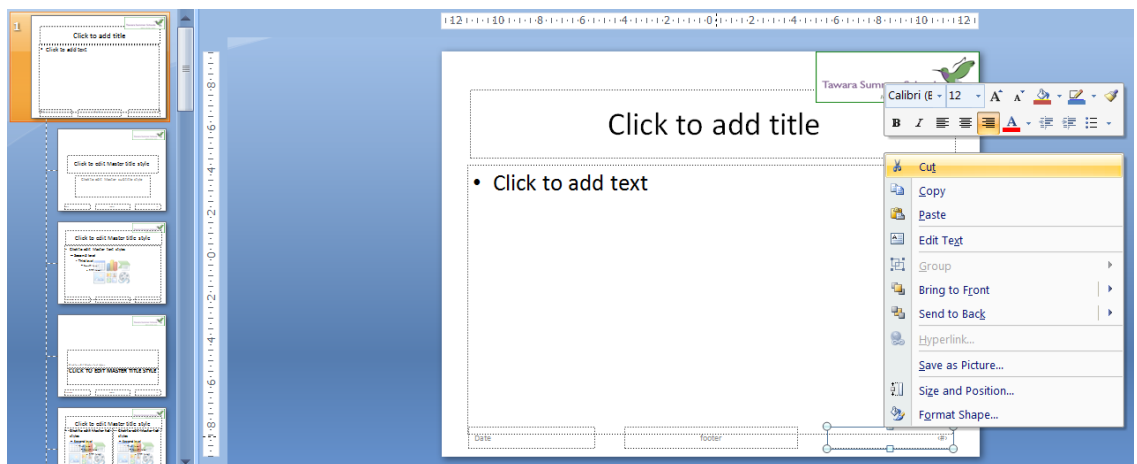
Choose the file J217LOGO.JPG and insert the picture

- ✓ Meaning of Aspect ratio maintained : For example, if a graphic has an **aspect ratio** of 2:1, it **means** that the **width** is twice as large as the height. When resizing graphics, it is important to **maintain** the **aspect ratio** to avoid stretching the graphic out of proportion.
- ✓ So in our case also width is longer than height. Even you resize the logo the ratio of width and height must not be changed (means -> Width large and less height)
- ✓ Also make sure the Logo is positioned in top right corner which is shown below:

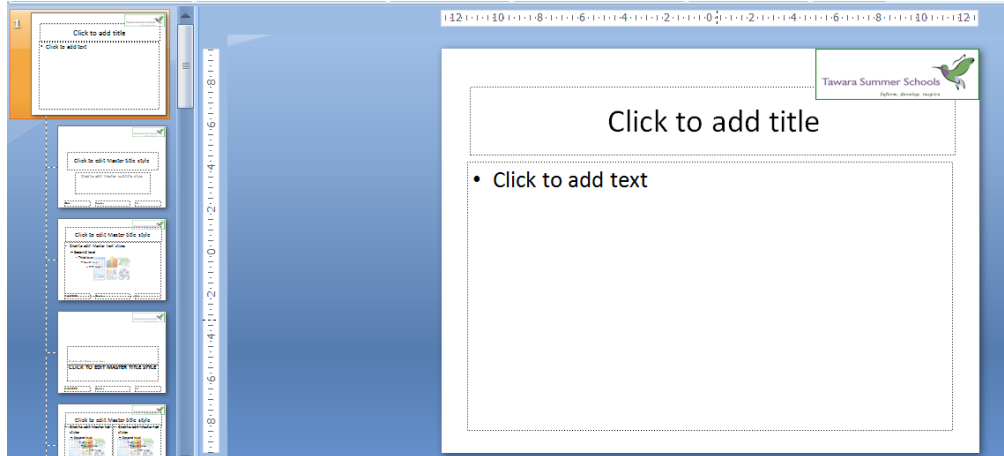


- ✓ your name, Centre number and candidate number in the bottom left corner

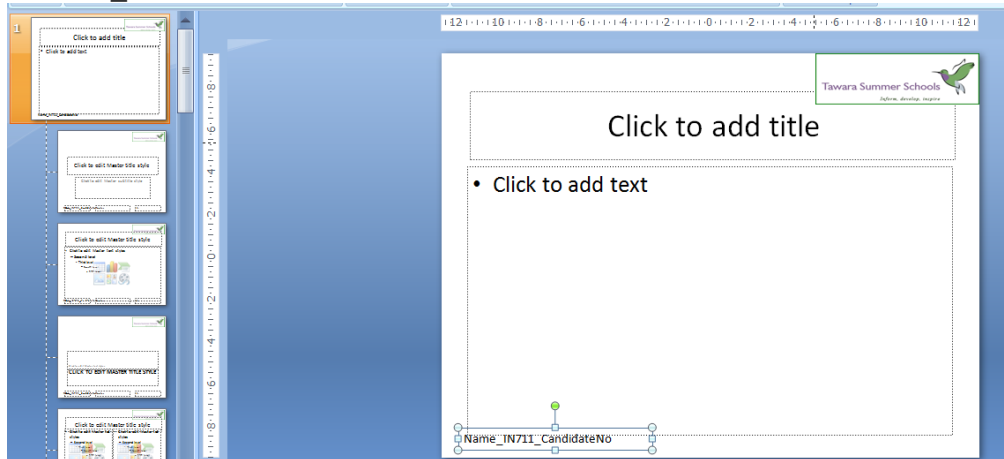
Delete these boxes. Right click the box and press cut



Deleted box from the master slide looks as shown below:



To insert the footer choose *Insert* tab -> *TextBox*
Drag the text box in the bottom left and type your name_Centre
number_Candidate no



To insert slide number
Choose *Insert* tab-> *TextBox*
Drag the text box in the top left and choose *Slide Number* from *Text* group

Now to look in a normal view. Go to *View* tab -> *Normal view*

Page numbers inserted

LOGO inserted

Name, Centre number inserted

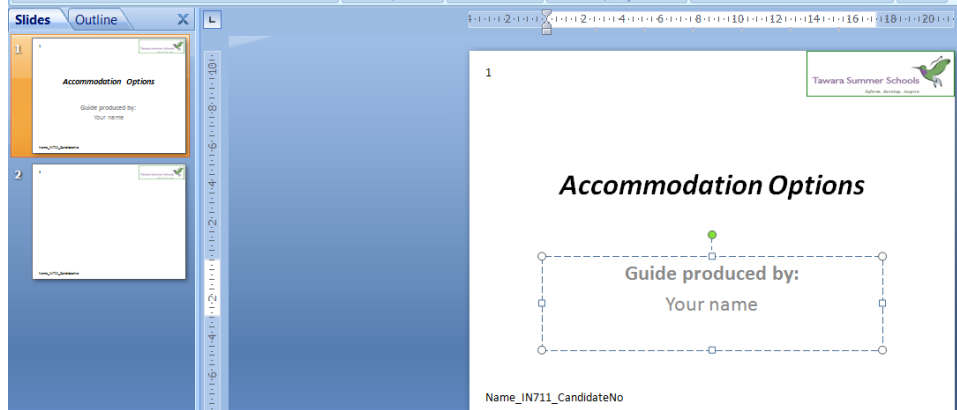
NOTE: We did not edit these in the Normal view.
All these are done in Slide Master

- Change the layout of slide 1 to a Title Slide layout so it contains a title and subtitle centred in the middle of the slide
 - ✓ Insert your name after the text
Guide produced by:

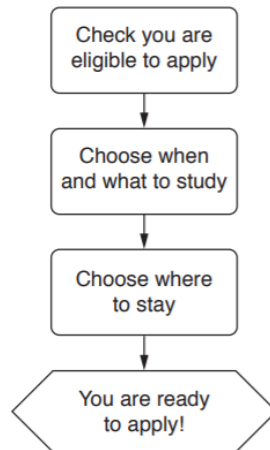
For the title refer J217LODGINGS.

Insert the title in the front page

And your name under Guide produced by:



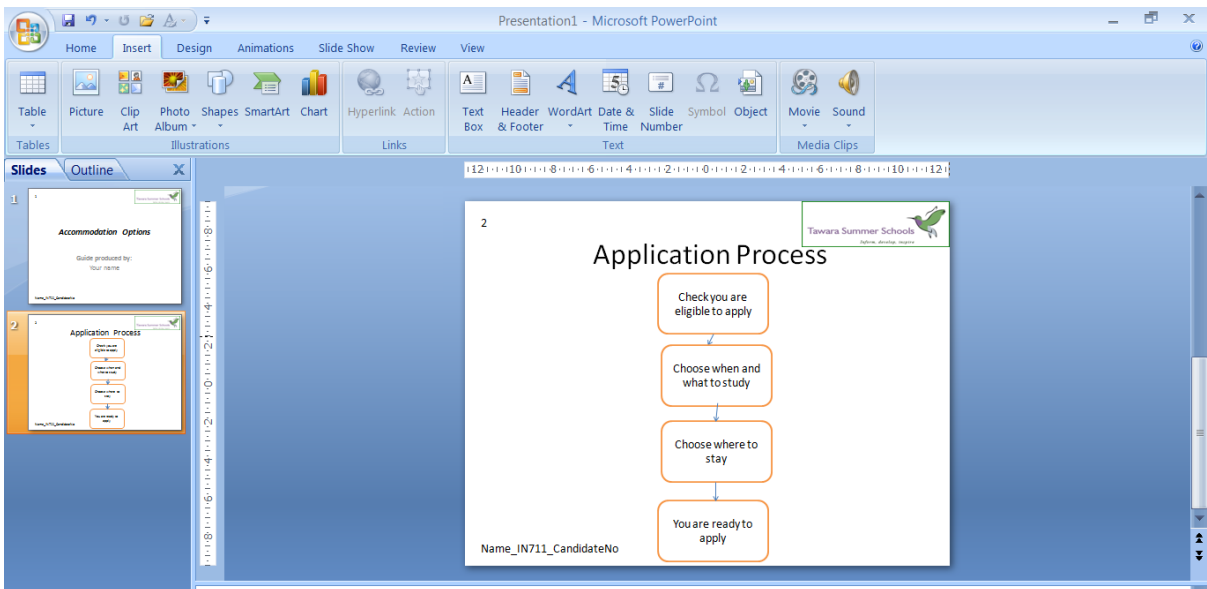
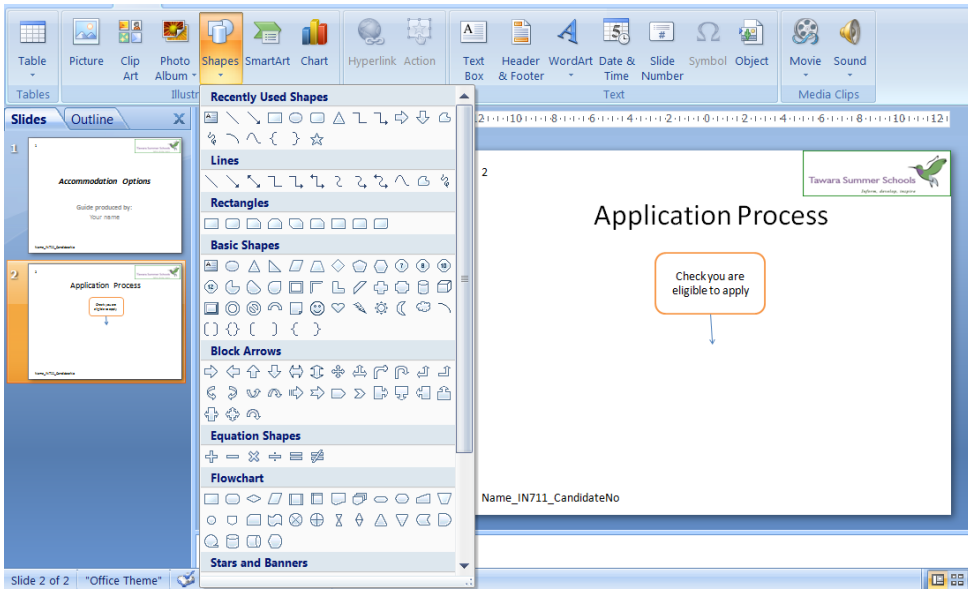
- On slide 2 with the title *Application Process*, draw the following diagram:



In Slide 2 insert the title *Application Process*

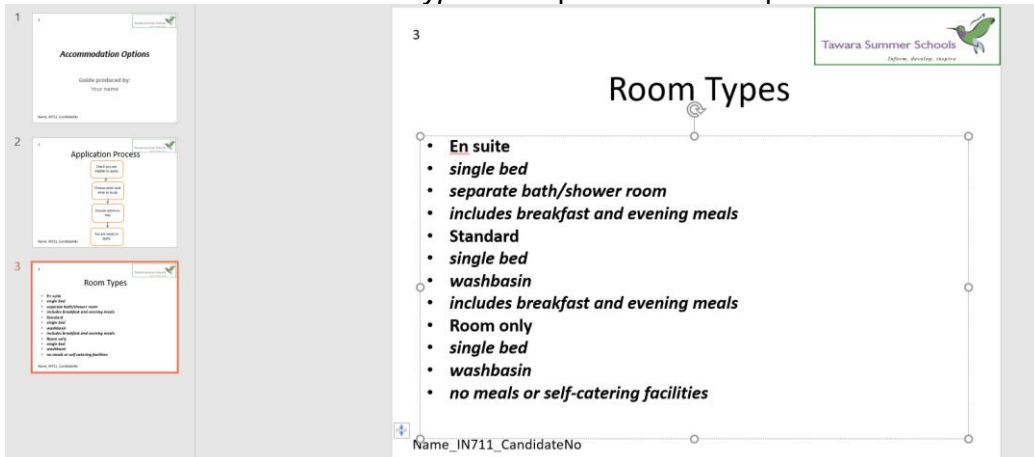
NOTE: You are not supposed to cut and paste. They clearly mentioned to draw the diagram

To draw the flowchart choose *Insert* tab -> *Shapes*



5. On the slide with the title *Room Types* demote the bulleted items under each room type so it looks like this:

In Slide 3 insert the title *Room Types* then paste the bullet points from J217LODGINGS.



Now delete all the bulleted points

1 Accommodation Options
Quality guaranteed by
Your Name
New 2011 Candidates

2 Application Process
New 2011 Candidates

3 Room Types
New 2011 Candidates

3 Tawara Summer Schools
Room Types

- En suite
single bed
separate bath/shower room
includes breakfast and evening meals
- Standard
single bed
washbasin
includes breakfast and evening meals
- Room only
single bed
washbasin
no meals or self-catering facilities

Name_IN711_CandidateNo

Just make the main contents alone in bold

1 Accommodation Options
Quality guaranteed by
Your Name
New 2011 Candidates

2 Application Process
New 2011 Candidates

3 Room Types
New 2011 Candidates

3 Tawara Summer Schools
Room Types

- En suite**
single bed
separate bath/shower room
includes breakfast and evening meals
- Standard**
single bed
washbasin
includes breakfast and evening meals
- Room only**
single bed
washbasin
no meals or self-catering facilities

Name_IN711_CandidateNo

For Main content: Click Bullets and Numbering from Paragraph group

1 Accommodation Options
Quality guaranteed by
Your Name
New 2011 Candidates

2 Application Process
New 2011 Candidates

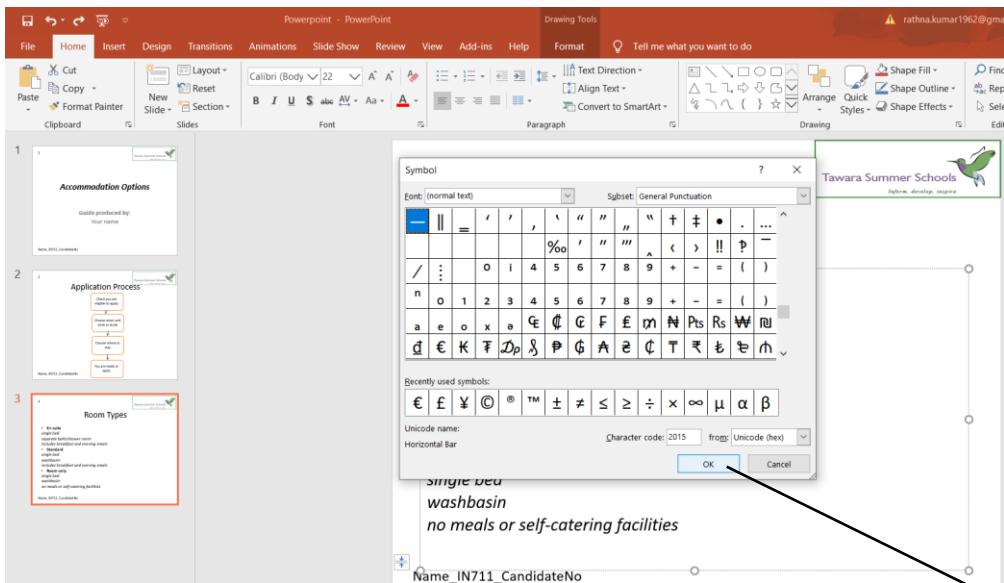
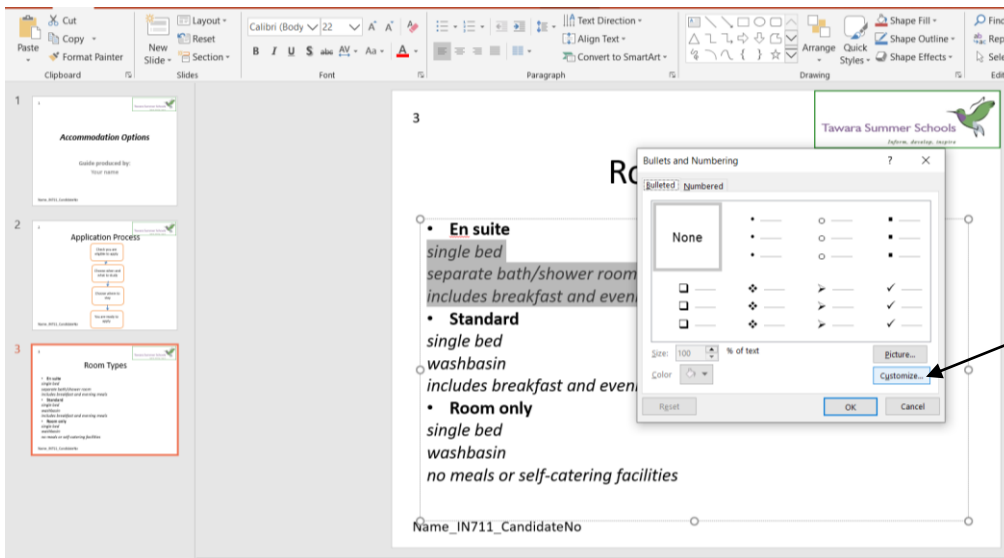
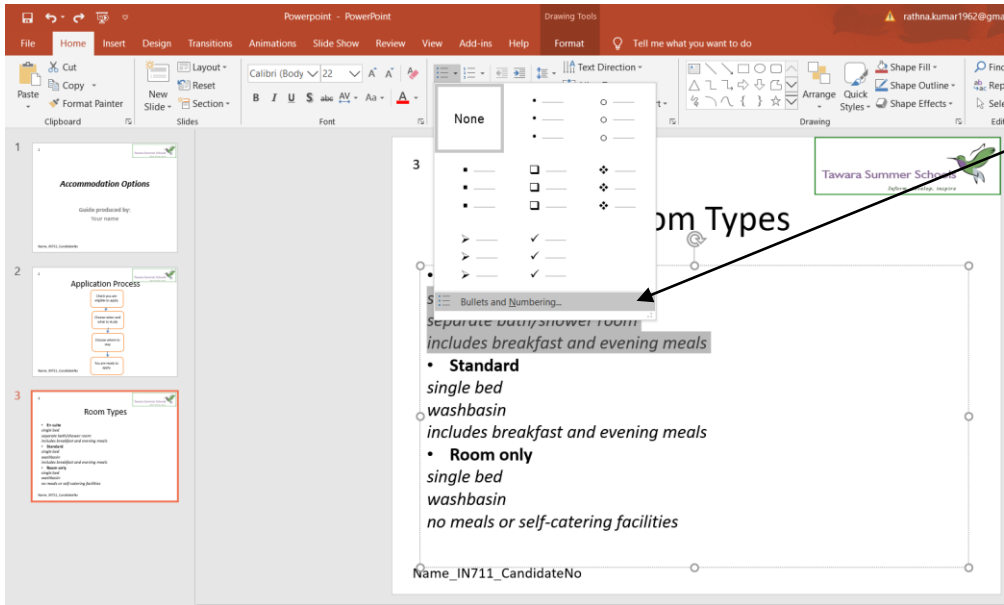
3 Room Types
New 2011 Candidates

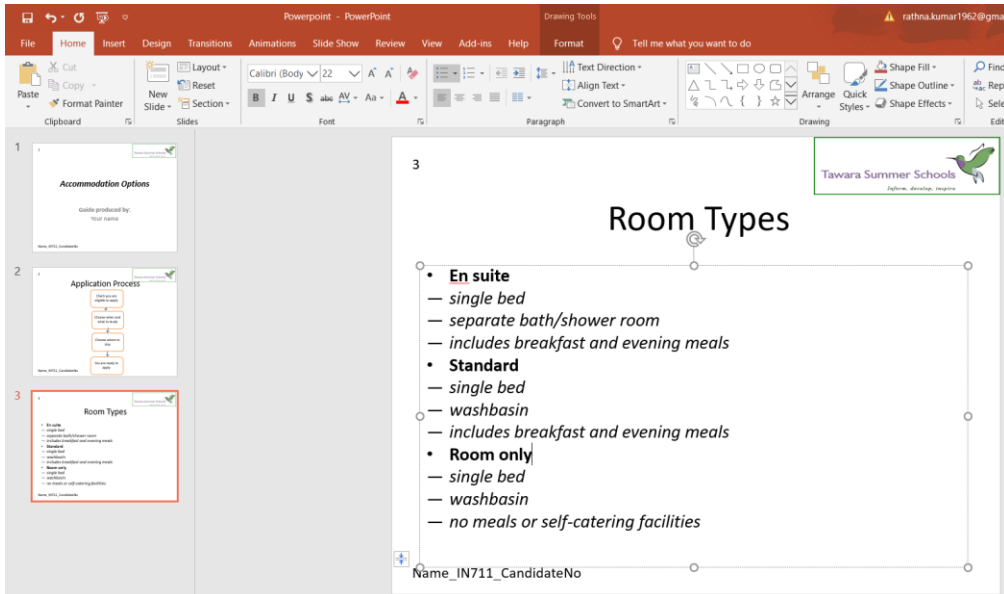
3 Tawara Summer Schools
Room Types

- **En suite**
single bed
separate bath/shower room
includes breakfast and evening meals
- **Standard**
single bed
washbasin
includes breakfast and evening meals
- **Room only**
single bed
washbasin
no meals or self-catering facilities

Name_IN711_CandidateNo

For Sub content: Choose Customize from

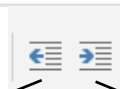
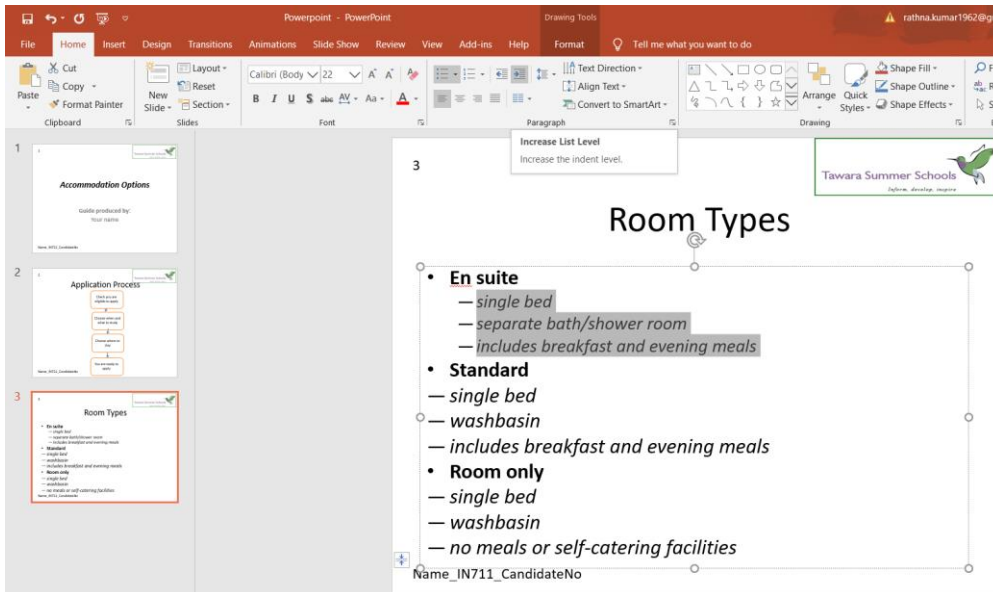




Once sub contents bullet points are completed. Now we have to focus on to demote the bullet points(make the sub contents to move a step forward)



To increase the indent level first select the sub contents and click icon from paragraph group



This decreases the indentation

This increases the indentation

Follow the same process to increase the indentation of all sub contents.

Room Types

- **En suite**
 - single bed
 - separate bath/shower room
 - includes breakfast and evening meals
- **Standard**
 - single bed
 - washbasin
 - includes breakfast and evening meals
- **Room only**
 - single bed
 - washbasin
 - no meals or self-catering facilities

In slide 4 copy the contents of Facilities

Facilities

- private bedroom with study area
- wireless internet access in rooms
- computer room
- public telephones
- laundry room
- chapel/prayer room
- common room
- gardens

In slide 5 copy the contents of Central Locations

Central Locations

- within walking distance of city centre
- adjacent to the teaching site
- peaceful secluded gardens and 'hidden' historic courts
- riverside location

6. Save the presentation

✓ Print the presentation as a handout with 6 slides to the page.

What is handouts?

A handout is a special view of the presentation suitable to be printed and distributed to the audience. Each handout page contains from one to six thumbnails of the slides so that the audience can follow what is presented as well as use it as reference.

How to view the slides in the form of handouts
File ->Print->6 slide handouts

Accommodation Options

Guide produced by:
Your name

Name_IN711_Courtside

1

Application Process

```
graph TD; A[Check you are eligible to apply] --> B[Choose when and what to study]; B --> C[Choose where to stay]; C --> D[You are ready to apply];
```

Name_IN711_Courtside

2

Room Types

- **En suite**
 - single bed
 - separate bath/shower room
 - includes breakfast and evening meals
- **Standard**
 - single bed
 - wash basin
 - includes breakfast and evening meals
- **Room only**
 - single bed
 - wash basin
 - no meals or self-catering facilities

Name_IN711_Courtside

3

Facilities

- private bedroom with study area
- wireless internet access in rooms
- computer room
- public telephones
- laundry room
- chapel/prayer room
- common room
- gardens

Name_IN711_Courtside

4

Central Locations

- within walking distance of city centre
- adjacent to the teaching site
- peaceful secluded gardens and 'hidden' historic courts
- riverside location

Name_IN711_Courtside

5

Save the handouts screen shot in evidence 1 document