

Activity Handout of Presenting Your Ideas

1. Open the file “Ancient Wonders.ppt” from My Document Folder.
2. Apply your desired theme to all slides of the presentation.
3. Insert each wonder’s image on the relevant slide. The pictures are available on your computer’s desktop.
4. Apply the required slide layout on all slides of the presentation.
5. Insert your name, class and section on the first slide.
6. Apply your desired font color and size to the heading and your name information.
7. Apply your desired font formatting to headings and slide text.
8. Save your presentation as Act<<your name>>.ppt.
9. Insert a new slide at the end of the presentation and create a column chart on the “Height of Ancient Wonder”:
 - a. The Pyramids of Egypt 139 Meters
 - b. Hanging Gardens of Babylon 24.38 Meters
 - c. Statue of Zeus 13 Meters
 - d. Temple of Artemis 18 Meters
 - e. Mausoleum at Halicarnassus 45 Meters
 - f. Colossus at Rhodes 33 Meters
 - g. Pharos of Alexandria 100.58 Feet
10. Apply the relevant heading to the chart.
11. Apply your desired style and layout to the inserted chart.
12. Now change the existing chart type from column chart to bar chart.
13. Insert a “basic Block List” SmartArt on slide # 2 and enter name of the ancient wonder in each box.
14. Apply your desired transition on all slides of the presentation or different transition on each slide. The timing of the transition should be 2 seconds.
15. Insert the “Melody 2.mp3” audio file on slide # 1. The audio file is available on your computer’s desktop. Trim the audio and apply your desired fade-in and fad-out audio effect on it.
16. The audio file should play across all slides.

17. Apply your desired animation on headings, text and pictures of all slides. The sequence of each animation should be “After Previous” and the timing of animation should be 2 seconds.
18. Take the printout of the presentation in a way that six slides are printed on a single page.