Exercise Handout of Presenting Your Ideas

Part A:

1.   Open the file "Wonders of the World.ppt" from My Document Folder.

2.   Save your presentation as Exercise <<your name>>.ppt.

3.   Apply your desired theme to all slides of the presentation.

4.   Open the Internet Brower and download at least 2 image of the following wonders of the world:

Wonder
The Colosseum, Italy
Taj Mahal, India
Petra, Jordan
Great Wall of China
Chichén Itzá, Mexico
Christ the Redeemer, Brazil
Machu Picchu, Peru

5.   Insert each wonder's image on the relevant slide.

6.   Apply the required slide layout on all slides of the presentation.

7.   Insert your name, class and section on the first slide.

8.   Apply your desired font color and size to the heading and your name information.

9.   Apply your desired font formatting to headings and slide text.

10.   Apply your desired animation on the heading and image of the first slide, the animations should run automatically and the timing of animation should be 3 seconds.

11.   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.

12.   Insert the "Melody 1.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.

13.   The audio file should play across all slides.

14.   Save your presentation as Exercise <<your name>>.ppt

Exercise Handout of Let's Present

Part B:

1.   Open your presentation Exercise <<your name>>.ppt, which you had created in the previous week.

2.   Insert a new slide at end of presentation and type the "Thank You For Your Time" message on it.

3.   Insert a "basic Block List" SmartArt on slide # 2 and enter name of the wonder in each box.

Wonder	Cheapest travel month	Flight	Transport to Wonder	Entrance Fee	Accommodation	Food	Total
The Colosseum, Italy	April	£47	£8	£9	£174	£71	£309
Taj Mahal, India	November	£311	£20	£8	£79	£21	£439
Petra, Jordan	May	£232	£20	£50	£247	£34	£582
Great Wall of China	June	£352	£75	£5	£300	£46	£777
Chichén Itzá, Mexico	April	£486	£21	£8	£425	£30	£970
Christ the Redeemer, Brazil	April	£574	£23	£10	£315	£51	£973
Machu Picchu, Peru	May	£540	£100	£27	£445	£30	£1,14

4.   Insert a new slide after the Taj Mahal slide and create a column chart on the "Average Accommodation Cost" of each wonder. Apply the relevant heading to the chart.

5.   Now insert another new slide and create a bar chart on the "Entrance Fee Cost" of each wonder. Apply the relevant heading to the chart.

6.   Apply your desired animation on headings, text and pictures of all slides. The sequence of each animation should be "After Previous".

7.   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.

8.   Apply your desired style and layout to the inserted chart

9.   Save your presentation as Exercise <<your name>>.ppt.

10.   Take the printout of the presentation in a way that six slides are printed on a single page.