ADDITIONAL EXERCISE 3

Scenario
You work for the local college and have been asked to give a presentation to the local community.

TASK 1

You need to amend and print off the presentation.

1. Open the presentation called **college**.

2. Set the slide orientation to **landscape**.

3. In the footer on the slide master enter:

   your **name**
   an **automatic date**
   a **slide number**

4. Use the spell check facility to check the accuracy of text on all slides.

5. a. Replace the word **Areas** with the word **Subjects** wherever it appears in the presentation (twice).

6. Print slides **1** and **4** as **individual** slides, one per page.

7. Print slides **2**, **3** and **4** as **handouts**, with **3** slides on one page.

An outline view printout is required.

8. Enter **your name** as a header or footer for this printout.

9. Print the presentation in **outline view** to display the text on **all six** slides.

10. Save the amended presentation as **college2**.

11. Close the presentation and exit the software securely.