ADDITIONAL EXERCISE 2

Scenario
You are an Administration Assistant working for a publishing company. You have been asked to update a presentation for your manager.

TASK 1

You are going to add some graphics to a presentation.

1. Open the presentation called **books.**

2. a. On slide **4** titled **Locations**, insert the image **map** below the title placeholder. You may resize this image.

   b. Make sure you maintain the original proportions of the image.

   c. Make sure the image does not touch or overlap any text.

3. a. On slide 2 titled **Welcome**, create a **Smiley Face** shape. Position this on the bottom left of the slide.

   An example is given below:

   b. Fill the smiley face shape with a pale colour.

   c. Make sure the shape does not touch or overlap any text.

4. Save the presentation with the new filename **books2**.