Additional Exercise 3 Solution

Task 1 - Your presentation should be saved with the filename **college2** and should look like:

Make sure you have added the correct footer details onto the slide master so that the footer shows on every slide

Printouts – your printouts should look as follows:

First printout – should be slides **1** and **4** on individual pages:

Second printout - should be slides 2, 3 and 4 as handout with 3 slides to one page:

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Third printout – should be an **outline** view of all slides with your name in the header or footer:

Learner Name 23/07/2013

1. **College Information**
   Courses Available
2. **Introduction**
   - We have courses in a wide variety of subjects ranging from Administration to Sport. No matter what your level of experience, we are sure to have a course to help you in your future career. We offer a variety of different study methods to help fit in with your lifestyle.
   -
3. **Course Types**
   - Full Time
   - Part Time
   - Evening and Weekend
   - Distance
4. **Course subjects**
   - Business and Administration
   - Creative Industries
   - Education
   - Science
     - *This includes engineering*
   - Sport
5. **Qualifications**
   - HNC
   - HND
   - Degree
   - Masters
6. **Application Process**

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