ADDITIONAL EXERCISE 1

Scenario
You work for the local college and have been asked to prepare a presentation on the courses available for an Open Day.

TASK 1

You are going to create a short presentation.

1. Set up a master slide as follows. For consistency, this master slide layout must be used for all slides in the presentation.

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

    b. Use a placeholder (text frame) for the title towards the top of the slide.

    c. Use a placeholder (frame) for the main slide content.

    d. Set up the text styles as follows:

style	**emphasis**	**size**	**feature**	**alignment**
title	Bold and italic	large	none	centre
bullet 1st level	bold	medium	any bullet character	left
bullet 2nd level	none	small	any bullet character	left and indented from 1st level bullet

    e. Format the background of the master slide to be **white**.

2. Save the presentation with the name **course1**.

TASK 2

Continue working on your saved presentation called **course1**.

1. a. Create slide 1 and enter the title below. The title may be displayed on two lines.

   COLLEGE INFORMATION

   b. Enter the following text in the main placeholder (frame) with the styles shown:

City centre location	1st level bullet
Outstanding Ofsted report	1st level bullet
Wide variety of courses	1st level bullet

2. a. Create slide 2 and enter the title:

   COURSE TYPES

   b. Enter the following text in the main placeholder (frame) with the styles shown:

Full Time	1st level bullet
Part Time	1st level bullet
Evening and Weekend	1st level bullet
Distance	1st level bullet

3. a. Create slide 3 and enter the title:

   COURSE AREAS

   b. Enter the following text in the main placeholder (frame) with the styles shown:

Sport	1st level bullet
Business	1st level bullet
Computing	1st level bullet
Science	1st level bullet
Engineering	2nd level bullet
Chemistry	2nd level bullet
Biology	2nd level bullet

4. Change the order of the slides so that slide **2** titled **COURSE TYPES** becomes slide **3**.

5. Save the presentation using the new filename **course2**.