ADDITIONAL EXERCISE 2

Scenario
You are a member of the administration staff for Hillside Leisure Centre. You have been asked to produce a presentation that will be displayed on computer screens at the Reception desk.

TASK 1

In this task you will add a timetable to a presentation you have already started to prepare.

1. Open the presentation **hillside**.

Some slides need to be added to the presentation. When keying in data ensure that you use upper and lower case as shown.

2. a. Insert a new slide as **Slide 3**.

   b. Use a slide layout for Slide 3 that will enable you to import data from a spreadsheet and display it as a table.

   c. Insert the slide heading **TIMETABLE.**

   d. Open the datafile **times**.

   e. Insert the information from this file into Slide 3 as a 3 column, 7 row table.

   f. Display the table showing all borders.

   g. Format the entire table to be in a **sans serif** font (e.g. Arial, Gill Sans)

   h. Format the column headings **Class**, **Day** and **Time** to be bold.

   i. Format all columns, including the headings, to be centre-aligned.

   j. Use any legible font size.

   l. Ensure all data is displayed in full and that words are not split.

3. Save the presentation as **hillside1**.

TASK 2

In this task you will add an organisation chart to your presentation to describe the different companies the leisure centre works with and what activities they provide.

1. a. Insert a new slide as **Slide 2**.

   b. Use a slide layout for Slide 2 that will enable you to create an organisation chart on the slide.

   c. Insert the slide heading **OUR CLUB**

   d. Add the following organisation chart:

   e. Format the entire organisation chart to be in a **serif** font (e.g. Times New Roman).

   f. Use any legible font size.

   g. Ensure the text inside the boxes is displayed in full and that words are not split.

4. Save the presentation keeping the filename **hillside1**.

TASK 3

In this task you will add a chart to your presentation to show which activities are the most popular at the centre.

1. a. Insert a new slide as **Slide 6**.

   b. Use a slide layout for Slide 6 that will enable you to create a chart on the slide.

   c. Insert the slide heading **ACTIVITY BOOKINGS**

   d. Use the following data to create a bar/column chart on Slide 6:

Badminton	**20%**
Squash	**5%**
Tennis	**25%**
Rugby	**10%**
Football	**40%**

   e. Title the x-axis **Activity** and the y-axis **Percentage.**

   f. Ensure axis labels are displayed. Do not display a legend.

   g. Use any legible font.

   h. Ensure the labels and data are fully displayed and that words are not split.

2. Save the presentation keeping the filename **hillside1**.

TASK 4

In this task you will add an image to your presentation to make it more eye-catching.

1. On **Slide 1** titled **HILLSIDE LEISURE CENTRE**:

   a. insert the image **centre.**

   b. position the image at the bottom right side of the slide.

   c. resize the image maintaining the original proportions. Ensure the image does not touch or overlap any text.

   2. Save the presentation keeping the filename **hillside1**.