ADDITIONAL EXERCISE 1

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 prepare a master slide for the presentation that will be used to promote activities at the leisure centre.

1. a. Select a slide layout that will enable you to enter a title and two levels of bulleted text on each slide.

   b. Set the slide orientation of the master slide to be **landscape**.

2. Set up the master slide as follows:

Background	white
Text for all slides	sans serif (e.g. Arial, Gill Sans, Tahoma)

Item	**Font Size**	**Detail**
Header	small	your name
Footer	small	automatic date - any English format (day, month, year) slide number to be displayed on all sides

Item	**Font Size**	**Enhancement**
Slide headings	large	bold
1st level bullet	medium	bold to include a bullet character
2nd level bullet	smaller than 1st level bullets (legible)	italic to include a bullet character

3. Save the presentation as **hillpres**.

TASK 2

In this task you will start to enter the text you need into your presentation.

1. a. Using the file **hillpres** (that you created in Task 1) check that the layout for the first slide will enable you to enter a title and a bulleted list.

   b. Open the text file called **leisure**.

   Note: In the text file the words, **Slide 1, 2** etc, **Heading** and **Bullets** are included to show the position of the text on each slide and should **NOT** be included in the presentation.

   c. Copy the prepared text on to the correct slides as indicated in the text file.

   d. Ensure that the formatting of the master slide is applied to all slides.

2. On **Slide 2** titled **CLASSES** demote the following bullets to 2nd level:

   Novice and Intermediate
   Novice and Advanced

3. On **Slide 2** titled **CLASSES** below the bullet text **Dance** add the following as a 2nd level bullet: **Suitable for all levels**

4. Replace the two instance of the word **Novice** with **Beginners**. Maintain the use of case.

5. Save the presentation using the filename **hillpres1**

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