Additional Exercise 2 Solution

Task 1 - Your presentation should be saved with the filename **hillside1** and Slide 4 (initially inserted as slide 3) in Normal view should look like:

Task 2 - Your presentation should be saved with the filename **hillside1** and slide 2 in **Normal** view should look like:

Check correct title has been inserted

Check all text is in a serif font

Make sure the correct structure for the organisation chart has been entered - the style may vary to that shown

Task 3 - Your presentation should be saved with the filename **hillside1** and slide 6 in **Normal** view should look like:

Task 4 - Your presentation should be saved with the filename **hillside1** and slide 1 in **Normal** view should look like:

Check the correct image has been inserted into the bottom right of the side

Make sure the image has been resized and proportions have been maintained i.e. corner handles used to resize the image

The complete presentation hillside1, in Slide Sorter view, should look like: