Additional Exercise 2 Solution

Task 1 - Your presentation should be saved with the filename **hillfinal1** and the first screen print to evidence the hyperlink should look like:

The second screen print should look like:

The printout of the speaker's notes on slide 3 should look like:

ACTIVITIES

- Badminton
- Squash
- Tennis
- Rugby
- Football

These activities all run on a regular basis. The gymnasium and swimming pool are available all year round.

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Check the speaker's notes have been copied correctly to slide 3

Make sure the text is in a sans serif font and is a medium size e.g. 16pt

Task 2 - Your presentation should be saved with the filename **hillfinal1** and the first screen print to evidence transitions and timings should look like:

You may also take a screen print in Slide Sorter view as follows:

The printout of the handouts, 2 to a page, should look like:

The screenprint to evidence saving as a PowerPoint Show should look like:

Make sure the screenprint shows PowerPoint Show in the Save as type: box

You may also take a screenprint of the saved file in the Computer window, which will show the PowerPoint Show icon for the file: