ADDITIONAL EXERCISE 3

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 make some amendments to your presentation so that it can be used for a number of different audiences.

1. Open the presentation called **hillfinal**.

2. Hide **Slide 2** titled **OUR CLUB**.

You are going to create a hyperlink to link Slide 1 to Slide 2 and will need to produce a screen print to evidence that this has been done.

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

   a. Create a hyperlink to link **Slide 1** to **Slide 2** titled **OUR CLUB**.

   b. Take a screen print to evidence that the action button on Slide 1 has been linked to Slide 2 OUR CLUB. Save this screen print.

   c. Ensure the button does not overlap any text or lines.

   d. Test the hyperlink to ensure that slide 2 is displayed only when the hyperlink button on Slide 1 is selected.

4. Delete **Slide 6** titled **ACTIVITY BOOKINGS**.

5. Move **Slide 5** titled **ACTIVITIES** so that it becomes **Slide 3**.

6. a. Set an animation on Slides 3 and 4.

   b. Take a single screen print to show evidence of the:

      hidden slide

      hyperlink action button

      animations set on slides 3 and 4

      order of slides

   c. Ensure the screen print clearly displays all the above.

   d. Save the screen print.

7. Add speaker's notes to **Slide 3** titled **ACTIVITIES**.
   a. Open the text file **notes**.
   b. Copy the entire text into the notes page of **Slide 3**.
   c. Format the text to be in a **sans serif** font (e.g. Arial, Gill Sans)
   d. Format the text size to be medium.
   e. Print **Slide 3** titled **ACTIVITIES** with speaker's notes.
8. Save your presentation using the filename **hillfinal1**.

TASK 2

In this task you will create a 2-slide presentation that will be displayed on a computer screen on the reception desk.

1. a. Open your presentation software.
   b. Create a new presentation.
   c. Select a Title Slide layout. This layout must be used for both slides.
   d. Set the slide orientation to be landscape.

   You may use any legible font type and size for both slides in this presentation.

2. a. On the master slide, insert the graphic **football** as a background for all slides.
   b. Size this graphic to fill the background.

3. a. Enter the text on the two title slides as shown below. The text may wrap but words must not be split.

Slide	Title	Sub-title
1	**Hillside Leisure Centre**	**For all bookings**
2	**Hillside Leisure Centre**	**Call us on 0208 2564523**

   b. Spell check the presentation.
   c. Ensure that you have used a consistent layout for both slides.

4. a. Set the timings and transitions as follows:

Timings	10 seconds on both slides
Transition	1 transition on each slide

   b. Take a screen print to show evidence that the transitions and timings have been set on all slides.

   c. Ensure the timings and transitions can be clearly seen on the screen print.

   d. Save the screen print.

5. Print the presentation as handouts, 2 to a page. Ensure the background for each slide is visible on this print out.

6. a. Save the presentation in a format that will allow it to be viewed as an automatic slideshow, using the filename **reception**.

   b. Take a screen print to show evidence that the file has been saved in this format.

   c. Save the screen print.

7. Close the presentation.