

# Exercise 17

## ❖ Critical Thinking

### Notes

This final presentation graphics exercise combines a number of the skills you've learned. You'll create a new presentation here, then set it up for on-screen playback.

### Vocabulary

No new vocabulary in this exercise.

### Directions

1. Create a new presentation, choosing a presentation design.
2. Make the first slide a title slide.
3. Switch to the outline view.
4. Enter the outline for the slides shown in Illustration 1 on the following page.
5. Switch to the single slide view.
6. Display slide 4.
7. Change the slide layout to one that includes a graph only, then create a bar chart using the data in Illustration 2.
8. Display slide 5.
9. Change the slide layout to one that includes a graph only, then create a 3D pie chart using the data in Illustration 3.
10. Format the chart so it includes the pie chart slice percentages. Remove the border around the pie.
11. Display the presentation in the small slide view.
12. Move slide 6 before slide 4.
13. Switch to the view where you can add notes.
14. Type some notes to help explain the data on slides 5 and 6.
15. Go to slide 1.
16. Spell check the presentation.
17. Switch to the slide master view.
18. Insert a small, appropriate clip art image in the lower-left corner.
19. Redisplay the slides in another view. The presentation slides should now resemble those shown in Illustration 4 on page 401.
20. Add the transition of your choice to all the slides in the presentation. Also apply any sounds, animation, or advance timings that you want. Also make any text changes you want, such as changing the alignment or font for a text object.
21. Save the presentation as **TIME**.
22. Run the on-screen slide show from slide 1.
23. Print the presentation with one slide per page.
24. Print the slides with the speaker notes.
25. Save and close the presentation file.

## Illustration 1

- 1  **TimeMaster**  
Product Introduction Meeting
- 2  **Product Description**
  - Personal Information Manager (PIM)
  - Includes scheduling, to-do list, anniversary calendar, and journal
  - Bonus feature: the GoalMaster tracks milestones and progress as you work toward a goal
  - Works with major e-mail programs
- 3  **Product Release Schedule**
  - Finalize code: January 2
  - Duplication: January 3-31
  - Shipping: February 1-15
  - On-shelf date: February 16
- 4  **Sales Projections**
- 5  **Channel Breakdown**
- 6  **Promotional Plans**
  - Web site online January 2
  - Co-op print ads February 8-28
  - Rebate stickers through March 31
  - OEM announcements March 31 and April 30
  - Newsletter begins May 1

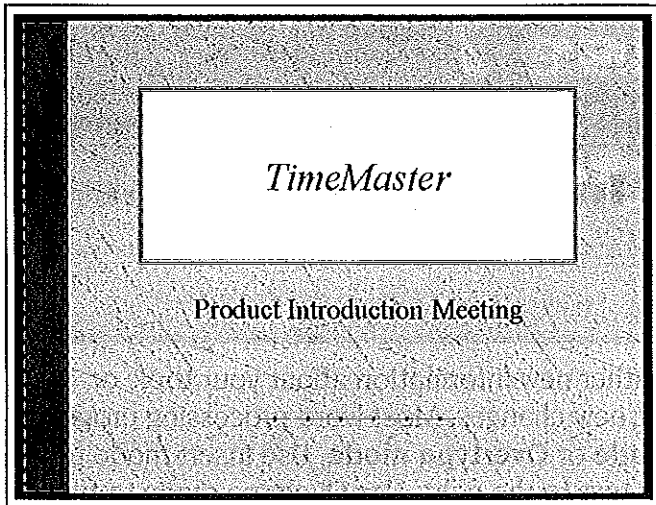
## Illustration 2

		A	B	C	D
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Northwest	20000	40000	70000	60000
2	Southeast	10000	17000	40000	33000
3	Total	30000	57000	110000	93000

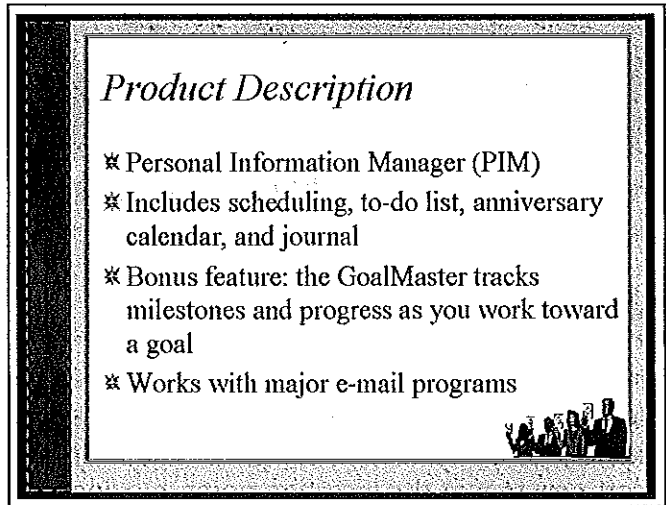
## Illustration 3

		A	B	C	D
		Retail	Direct	Web	OEM
1	3-D Pie 1	50	16	15	19

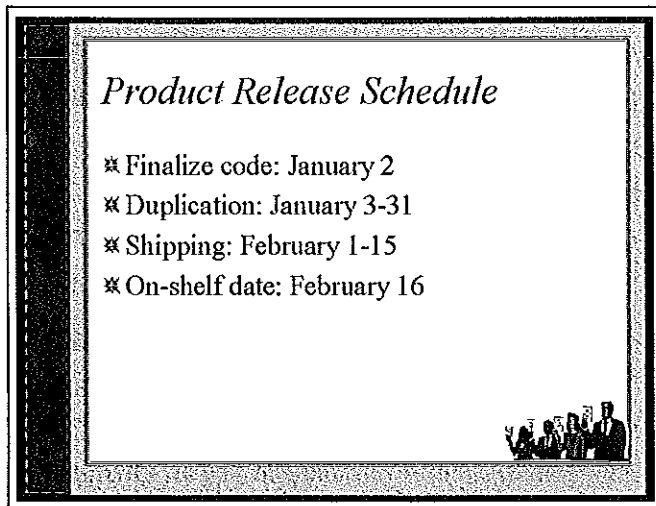
## Illustration 4



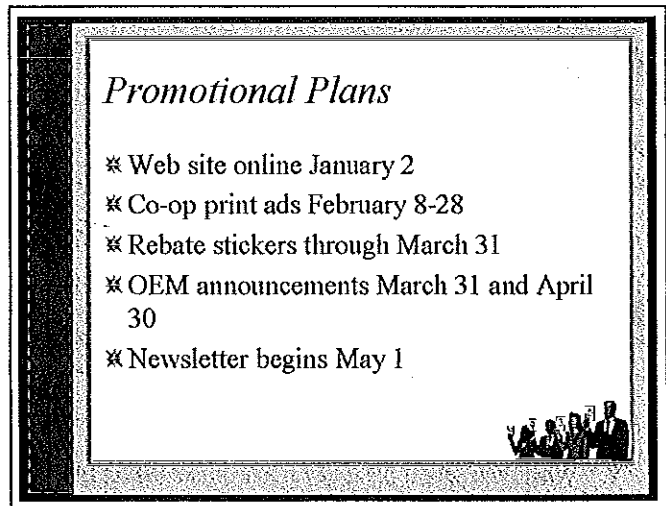
1



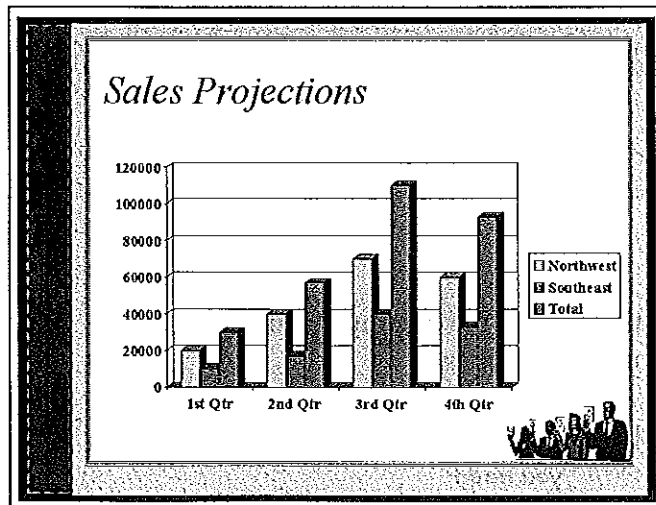
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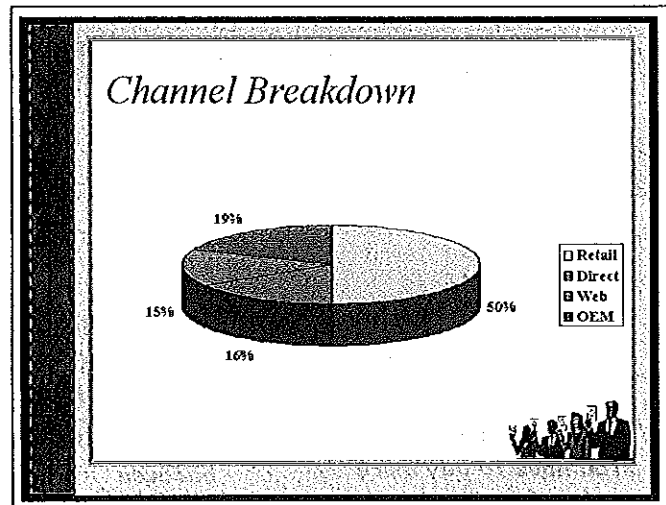
3



4



5



6