117923 Project

The following questions will be performed by you, some observed and performed by you as skills exercises.

Specific Outcome 1: Prepare and produce a presentation according to a specified brief: It

1. **Create a slideshow for a Taxi business that you would like to start on the Nissan Manufacturing plant. The slideshow will form part of your presentation to Nissan. Your slideshow should include the following: A heading, a bulleted list, a design style that is applied to the whole presentation, an edited background (other than the default background), different fonts, font sizes, alignment and line spacing, animation and images. Your slideshow must consist of at least five slides and an additional duplicated slide and once you are done you should save the slide show as an .html file under My Documents and call it Nissan Taxi Presentation followed by your name. Also run a spelling and grammar check before save and close your presentation. (40)**

**Note:**  Be sure to include things such as: What your service will offer, the benefits for Nissan to use your service, price estimates and benefits for the employees of the plant

You will have 2 hours to complete this assignment.

1. **Open your presentation again and change the following: Find and Replace all the instance where the word taxi has been used with Mini Bus Commuter Service. When you are done, Save the document in My Documents under the name Nissan Bus Service followed by your name and save it as a presentation file (the default file format that would be used to save presentations). Do not close your presentation as you will use it for the questions following below. (10)**
2. **Change the zoom of your presentation to 90% and the view to slide sorter view. (4)**
3. **Switch the picture menu on, save and leave it on. (3)**
4. **Add a footer to the presentation that reads: Mini Bus Commuter Service as well as the date and time including the title slide. Also page numbers to the entire presentation (6)**
5. **Swap slides 3 and four using slide sorter. (3)**
6. **Hide slide number 4. (2)**

**Total: 68**