

**COMMUNITY COLLEGE OF SOUTHERN NEVADA**  
**Department Of Computer Information Technology**  
**IS-101**

(Mr. Harden's Sections)

**ASSIGNMENT #13**

**OBJECTIVES & PURPOSE:**

The purpose of this assignment is to become familiar with Presentation Software and Microsoft's **Power Point**, and some its features including:

- Using Design Slide Templates to:
  - Select A Presentation Background.
- Developing Slides by:
  - Applying Slide Layout;
  - Integrating Text and Graphics;
  - Incorporating Special Features such as:
    - Slide Change transitions;
    - Sound Effects;
    - Others.
- Saving and retrieving presentations;
- Using the Slide Sorter;
- Using the Slide Show Feature.

**SPECIFICATIONS & INSTRUCTIONS:**

PLEASE NOTE:

- To receive full credit, all specifications must be meet.
- Read the **NOTES** at the bottom of the assignment before continuing;
- The following instructions are written for Microsoft's **Power Point XP (2002)** or **Power Point 2003**. If you are using **Power Point 2000** see the **NOTE** below concerning which "Slide Design" to use.
- Learning how to do this assignment:
  - The following descriptions are the specifications for the assignment;
  - *They are not a tutorial on how to do the assignment;*
  - Discussion and demonstration on how to do the assignment will be given in class on the demonstration day for this assignment (please attend class that day for the demonstration);

Using Microsoft's **Power Point XP (2002)**, or **Power Point 2003** prepare a slide presentation as per the following specifications:

1. Create a four slide presentation of your vacation (or activity, family reunion, or experience) you wrote about in the newsletter assignment (do not use the instructor's sample or vacation for this assignment, it must be your vacation). The first slide, as stated below, will be an introduction, highlighting the three topics of your vacation (or activity, family reunion, or experience). Each of the three remaining slides will highlight topics about each of the three articles from your newsletter;
2. To "Create a new presentation", do the following:
  - Launch **Power Point XP**, **Power Point 2003**;
  - The first screen to appear should be a new slide screen. If it is not, click "File-New" to get a new slide screen.
  - Set the background (Slide Design) as follows:
    - Click the "Design" Button, or click "Format-Slide Design".
    - Select the "Profile.pot" background from the "Apply a design Template".
      - Right click on "Profile.pot" background;
      - Click on "Apply to All Slides" option.
  - Set the Slide Layout as follows:

- Click on "Format-Slide Layout";
- At the bottom of the "Apply Slide Layout" window, check the checkbox labeled "Show when inserting new slides";
- Under the category "Other Layouts", Select (by clicking) the "Title, Text and Clip Art" or "Title, Clip Art and Text" Slide Layout Option.

**Note:** this procedure for selecting a Slide Layout may have to be repeated for each new slide, if this layout does not automatically appear for each new slide.

- Each slide in your slide show must be set to the (Slide) Design background and the Slide Layout given above.

3. **Slide #1** will be an introduction slide giving a title and an overview of your vacation, which should include:

- A title, in Arial 44 point bold, italic text, center aligned;
- In Arial, 16 point, no bold, no italics, no underlined, center aligned text, enter your name, id#, section number, and assignment number, each on separate lines;
- Three bulleted topics in times-roman 28 point (no bold, no italics, no underlined, left aligned), that are the titles of each of the three articles from your newsletter;
- Insert a clipart picture relating to your vacation on this slide.

4. **Slide #2** will relate to the first topic from the first slide, and should include:

- A title that is worded the same as the first bulleted topic from Slide #1, in Arial 44 point bold, but no italic, no underlined text, center aligned;
- Four bulleted topics in times-roman 28 point (no bold, no italics, no underlined, left aligned), that represent highlights of this part of your vacation (or activity, family reunion, or experience);
- Insert your Assignment #1 (Paint image) relating to your vacation (or activity, family reunion, or experience) on this slide.

5. **Slide #3** will relate to the second topic from the first slide, and should include:

- A title that is worded the same as the second bulleted topic from Slide #1, in Arial 44 point bold, but no italic, no underlined text, center aligned;
- Four bulleted topics in times-roman 28 point (no bold, no italics, no underlined, left aligned), that represent highlights of this part of your vacation;
- Insert an actual photograph relating to your vacation (or activity, family reunion, or experience) on this slide. The photo may be digital photo, scanned photo, a photo from the the World Wide Web (if not copyrighted), or a photo from your person digital photo library.

6. **Slide #4** will relate to the third topic from the first slide, and should include:

- A title that is worded the same as the third bulleted topic from Slide #1, in Arial 44 point bold, but no italic, no underlined text, center aligned;
- Four bulleted topics in times-roman 28 point (no bold, no italics, no underlined, left aligned), that represent highlights of this part of your vacation (or activity, family reunion, or experience);
- Insert a clipart image relating to your vacation (or activity, family reunion, or experience) on this slide.

## ASSIGNMENT SUBMISSION:

1. Print a "**Handout**" of your slide presentation as follows:

- Click "File-Print";
- In the Print Window, do the following:
  - Locate the "Print what?" selection box and select "Handouts";
  - In the "Handouts" area do the following:
    - Select "4" in the "Slides per page" selection box;
    - Click the "Horizontal" Order button.
  - Click the "OK" button to print your "Handout" hardcopy.

2. Hand write in the upper right corner of the printout ,your:

- Name;

- Student ID number;
  - Section#;
  - Assignment#.
- and submit it as your assignment.

**NOTE:**

- All specifications must be met to receive full credit.
- Assignment must be fulfilled using **Power Point XP (2002)** or **Power Point 2003** or **Power Point 2000**; no exceptions.

**Note:** If you use **Power Point 2000**, use the "Notebook.pot" Slide Design (because "Profile.pot" does not exist in this older version).

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[Click Here To See Sample Slides For This Assignment](#)

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