Assignment: Finish entering information into a presentation and apply formatting

Step	Task
1	Download the images ([access here](#)) - Reference the supplemental document "How to Open and Save the Zip File Images" to save the Smart Cookie Bakery logo and the John Dough images to your computer
2	Open the outline document ([access here](#)) - You will be copying and pasting text from this document into the presentation. It doesn't matter whether the document is in Docs or Word format. You can leave it in your browser or download it and open it in Word.
3	Download the presentation template ([access here](#)) - This will open the presentation in Google Slides. Click on the menu called **File** - The only options available will be **Download, Print Preview,** and **Print**. Hover the cursor over **Download**, and click the first option to download as a **Microsoft PowerPoint (.pptx)** file. - The file should appear in the Downloads menu of your browser. Click it here to open it in Microsoft PowerPoint. - Click **Enable Editing** at the top of the presentation to allow changes
4	Slide 1- Copy text - Select Slide 1 - Copy the title "Smart Cookie Bakery" from the outline and paste into the "Click to add title" text box - Copy the subtitle "Annual Report" from the outline and paste into the "Click to add subtitle" text box
5	Slide 2- Insert text box - Select Slide 2 - Insert tab -> Text group -> WordArt -> Pick any style - Erase the placeholder text in the text box and write "Top Seller!" - Move the text box so it is next to the bullet point for the Southwest, but towards the right of the slide • Southeast – 6,114 • Southwest – 6,228 Top Seller!
6	Slide 4- Change layout and insert table - Select Slide 4

	- Home tab -> Slides group -> Slide layout -> Title Only - Copy the entire "Congratulations, Top sales people!" table from the outline and paste it onto the slide - Don't copy the text that says "Congratulations, Top sales people!"
7	Slide 5- Insert chart and fill with existing data - Select Slide 5 - Copy the entire "Items and Revenue by Region" table from the outline, but don't paste it anywhere yet - Don't copy the text that says "Items and Revenue by Region" - Insert the cursor into slide 5, then Insert tab-> Illustrations group -> Chart -> Column -> Clustered column -> OK - A mini Excel window will pop up with sample data. Click in cell A1 and press Paste to add the Items and Revenue by Region table - Delete column D by clicking the top of the column to highlight the whole thing -> Right click -> Delete - Press the X on the mini Excel window to close it - Reduce the size of the chart or move it down the slide so it isn't covered by the slide title - Click on the words "Chart Title" then press the Backspace key to clear the title
8	Slide 6- Change layout - Select Slide 6 - Home tab -> Slides group -> Slide Layout -> Section Header
9	Entire presentation- Change theme - In the Design tab there are several pre-made themes with different colors and designs. Pick any one you want, just be aware that sometimes themes may slightly change various fonts, fonts colors, and slide layouts - The Variants group lets you further customize each Theme
10	Slide 1- Format text and insert picture - Select Slide 1 - Increase the size of the title and subtitle font - *Note: your selected theme may have changed the title and/or subtitle to a font that is all capital letters. This is fine.* - If you are not able to increase the size further, extend the edges of the text boxes. Text size cannot go outside the bounds of their text box. - Click outside of the text boxes then go to Insert tab -> Images group -> Pictures -> Select the Smart Cookie logo from your computer's Pictures folder -> Insert - Move the cookie wherever you want on the slide
11	Slide 2- Insert, group, and animate shapes

	- Select Slide 2 - Insert tab-> Illustrations group -> Shapes -> Pick the second option under Block Arrows - Your cursor will turn into a plus sign, meaning you need to draw the shape onto your slide. Put the cursor over the slide, then click, hold, and drag to expand the arrow. - Move the arrow so it is pointing at the bullet point for Southwest. When moving the arrow you may see red dotted lines pop up going through it, these lines tell you if the arrow is aligned with the WordArt text box. - Hold down the Ctrl key on the keyboard and click on both the arrow and the WordArt text box. With them both selected, let go of the Ctrl key then go to Drawing tools tab -> Format -> Arrange group -> Group Objects -> Group - The arrow and text box should now move as one item - Select the grouped shape then go to Animations tab -> Animation group -> Pick any one of the animation styles
12	Slide 3- Insert and format picture - Select Slide 3 - Reduce the size of the text box so it is only taking up half of the slide - Click outside of the text box then insert the image of John Dough from the Insert tab -> Images group -> Pictures -> Select the John Dough image from the Pictures folder on your computer -> Insert - With the image selected go to Picture Tools tab -> Format -> Size group -> Crop dropdown -> Crop to Shape -> Select an oval or circle - If your slide background is white it may not look like it did anything, but it is removing the white square background of the picture
13	Slide 4- Format chart - Select Slide 4 - Select the chart then go to Table Tools tab -> Design -> Table Styles -> Pick one of the styles - Table Style Options group -> Check the box next to "Header Row"
14	Entire presentation- Insert slide transitions - Transitions tab -> pick any of the transitions from the Transition to This Slide group -> Timing group -> Apply to All - All slides should have a star next to them in slide pane to show they have an animation attached to them

15	Preview the presentation
	- Either go to Slide Show tab -> Start Slide Show group -> From Beginning or click the Slide Show button in the bottom right of the PowerPoint window next to the Zoom

A sample of the presentation is shown below. The image was taken from the Print Preview, which will show up in black and white if your printer does not have color printing capabilities. Results will vary based on the selected slide theme.