# **PowerPoint\_18H\_Hawaii\_Tours**

## **Project Description:**

In the following project, you will edit a presentation regarding tours offered by Lehua Hawaiian Adventures.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Open the file *Student\_PowerPoint\_18H\_Hawaii\_Tours.ppt*x downloaded with this project. | 0 |
| 2 | Change the Slide Size to Widescreen (16:9). | 10 |
| 3 | Display the presentation Outline. In the Outline, on Slide 2, decrease the list level of the last bullet point. At the end of the last bullet point on Slide 2, press ENTER, increase the list level, and type **Snorkeling equipment is provided** | 10 |
| 4 | Return the presentation to Normal view, and then on Slide 2, select the text in the content placeholder and change the Line Spacing to 1.5. | 6 |
| 5 | Display Slide 1, and then change the layout to Title Slide. | 10 |
| 6 | On Slide 1, select the subtitle—*Hikes and Rafting*. Change the Font to Cambria, and the Font Size to 24. Change the Font Color to Black, Text 1. Apply Bold and Italic to the subtitle. | 10 |
| 7 | Display Slide 3, and then display the Reuse Slides pane. Browse to open the downloaded file *p18H\_Slides.pptx*. Make sure the Keep source formatting check box is cleared. With Slide 3 in your presentation displayed, insert the last three slides in the same order.   Note, Mac users, after importing the slides from the presentation, delete Slides 4-6 (*Sample Slides*, *Start Your Adventure!*, and *Lehua Hawaiian Adventures*). | 10 |
| 8 | Display Slide 4, and then center the title and the text in the caption placeholder. | 10 |
| 9 | In Slide Sorter view, delete Slide 3. Move the new Slide 3 to position it after Slide 1. | 8 |
| 10 | Move Slide 4 to the end of the presentation. | 6 |
| 11 | In Normal view, display Slide 1. Apply the Split transition and change the Effect Options to Horizontal Out. Change the Duration to 1.75, and then apply the transition to all of the slides in the presentation. | 10 |
| 12 | Insert a Header & Footer on the Notes and Handouts. Include the Date and time updated automatically, the Page number, a Footer with the text **18H**\_**Hawaii\_Tours** and then apply to all notes and handouts. | 10 |
| 13 | Save and close the file, and then submit for grading. | 0 |

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| **Total Points** | **100** |