**You need to make sure that you can do the following: Can you do it?**

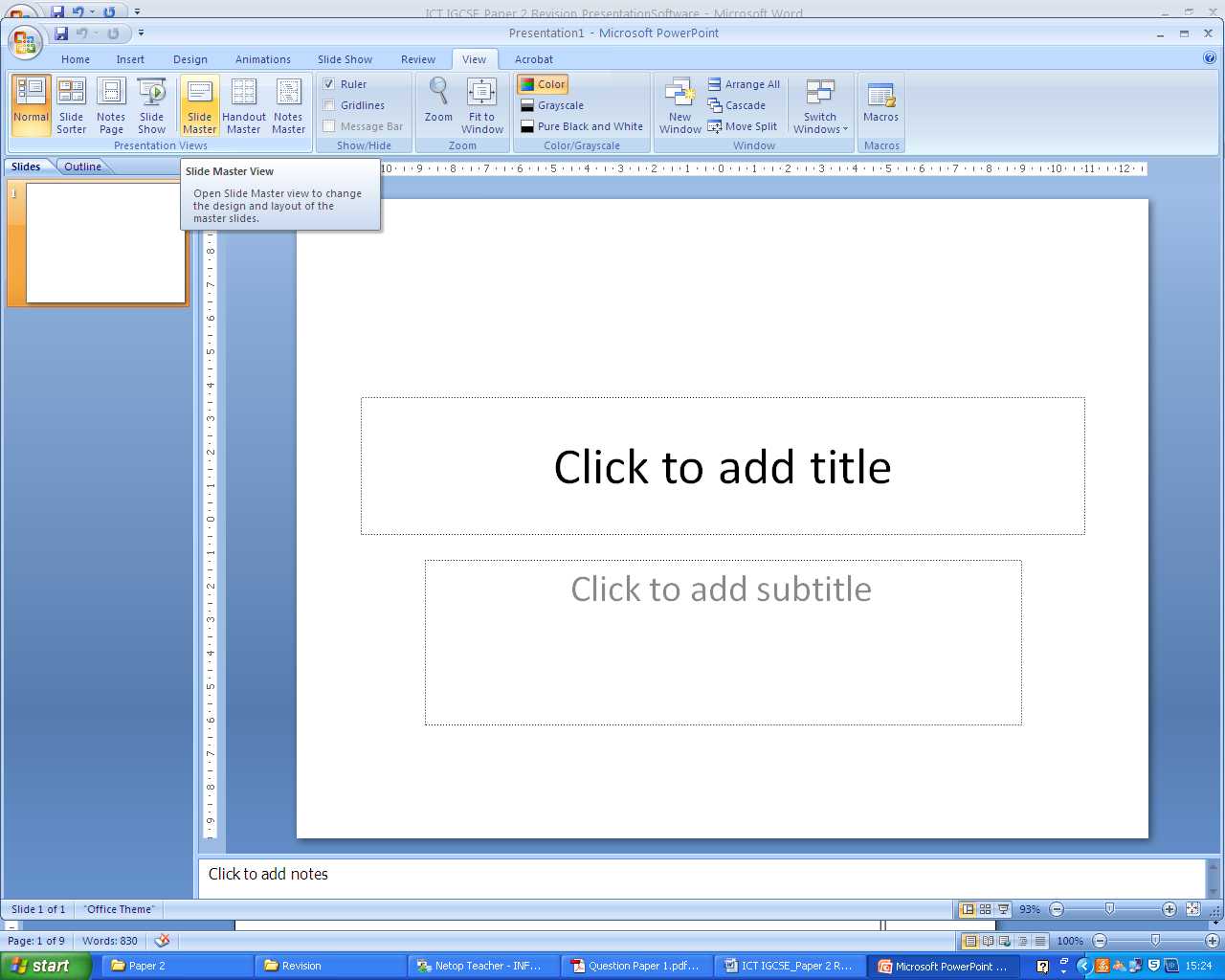
1. **Creating a master slide with the following styles:**

**e.g.**

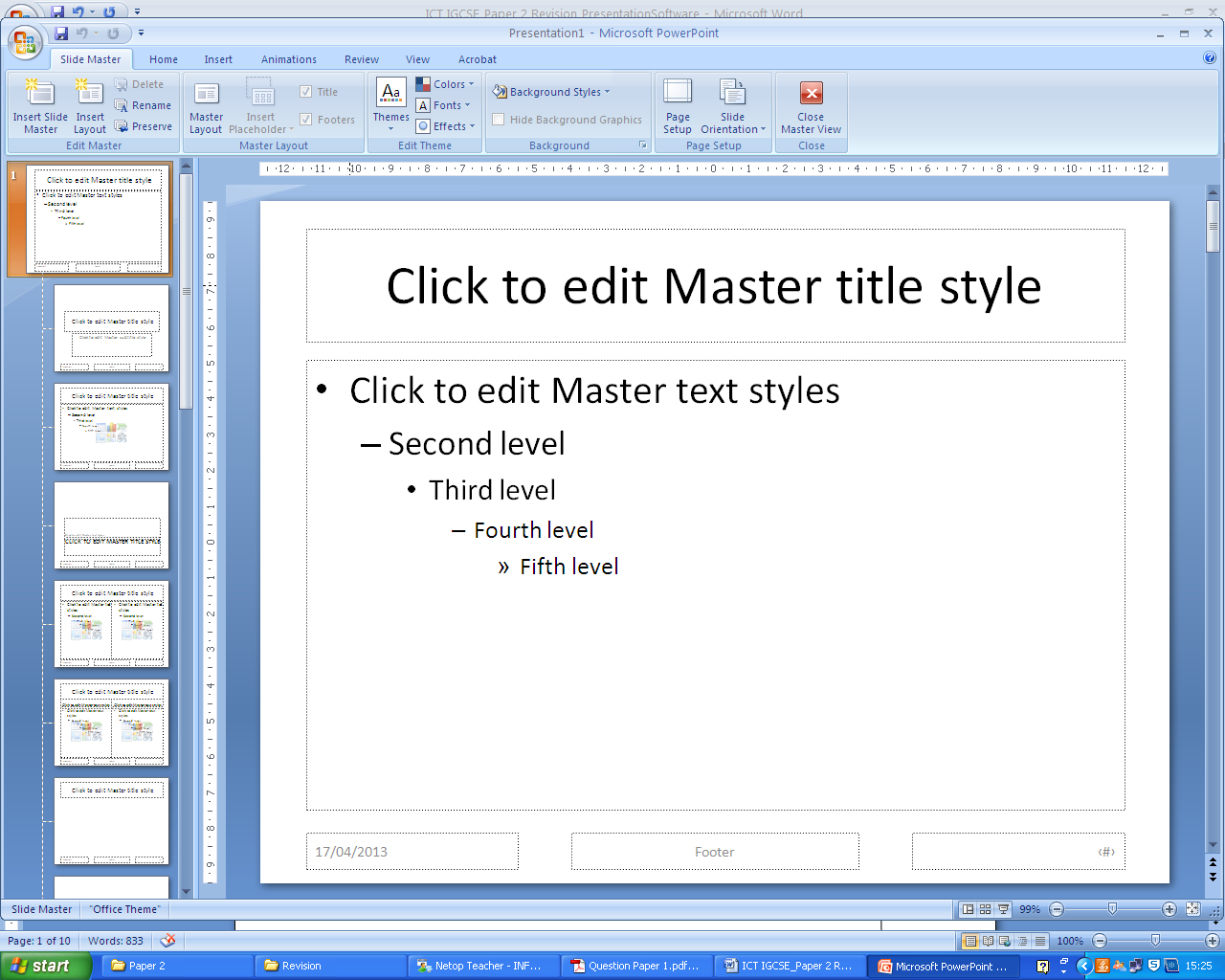
* + **titles should be in a 36 point serif font and centred**
  + **subtitles should be in an 18 point serif font and left aligned**
  + **bullets should be left aligned and consistent**

Open MS PowerPoint.

View **Slide Master**.



Select the **first slide.**

**Format as requested.**

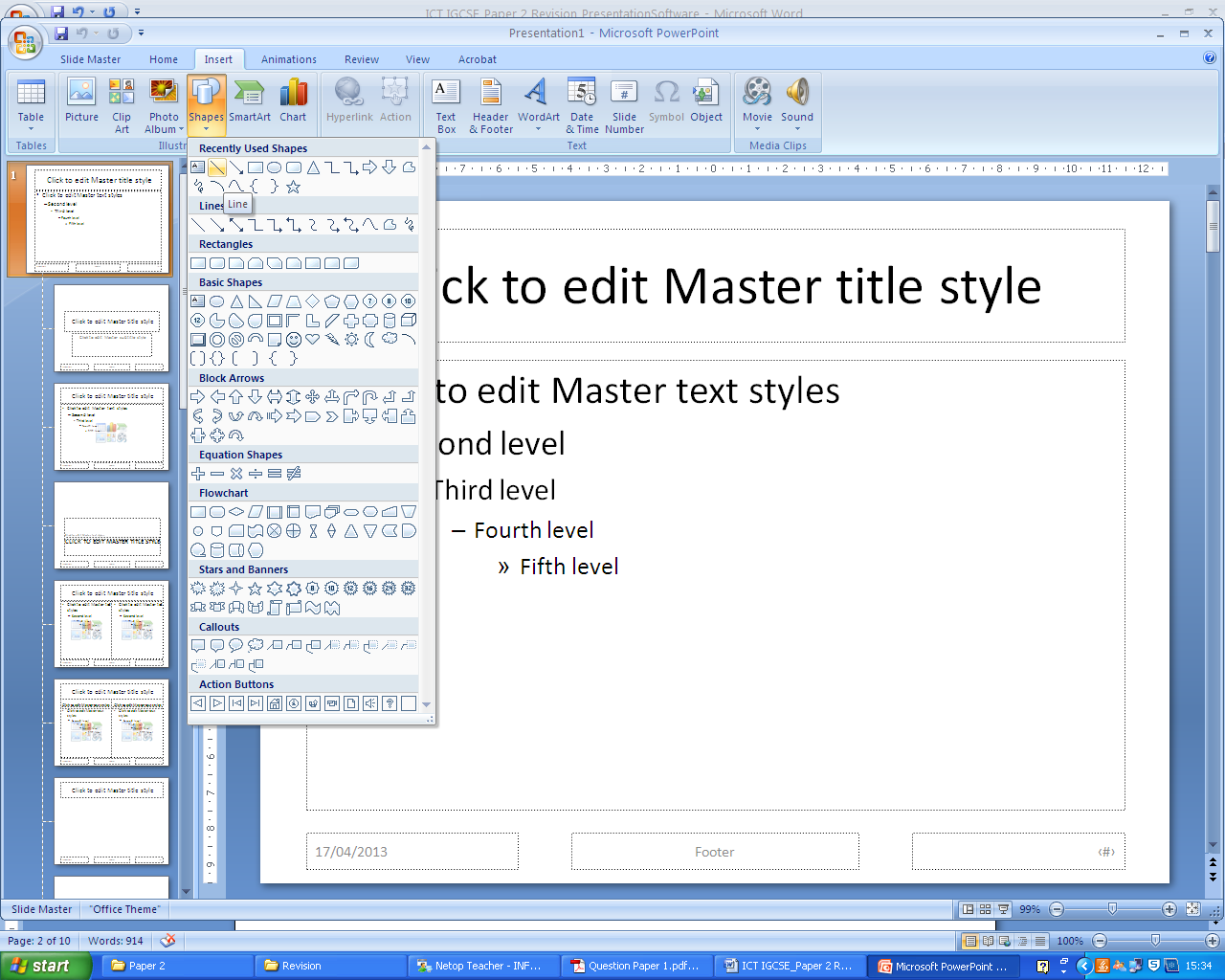
**Can you do it?**

1. **Placing the following items on the master slide:**

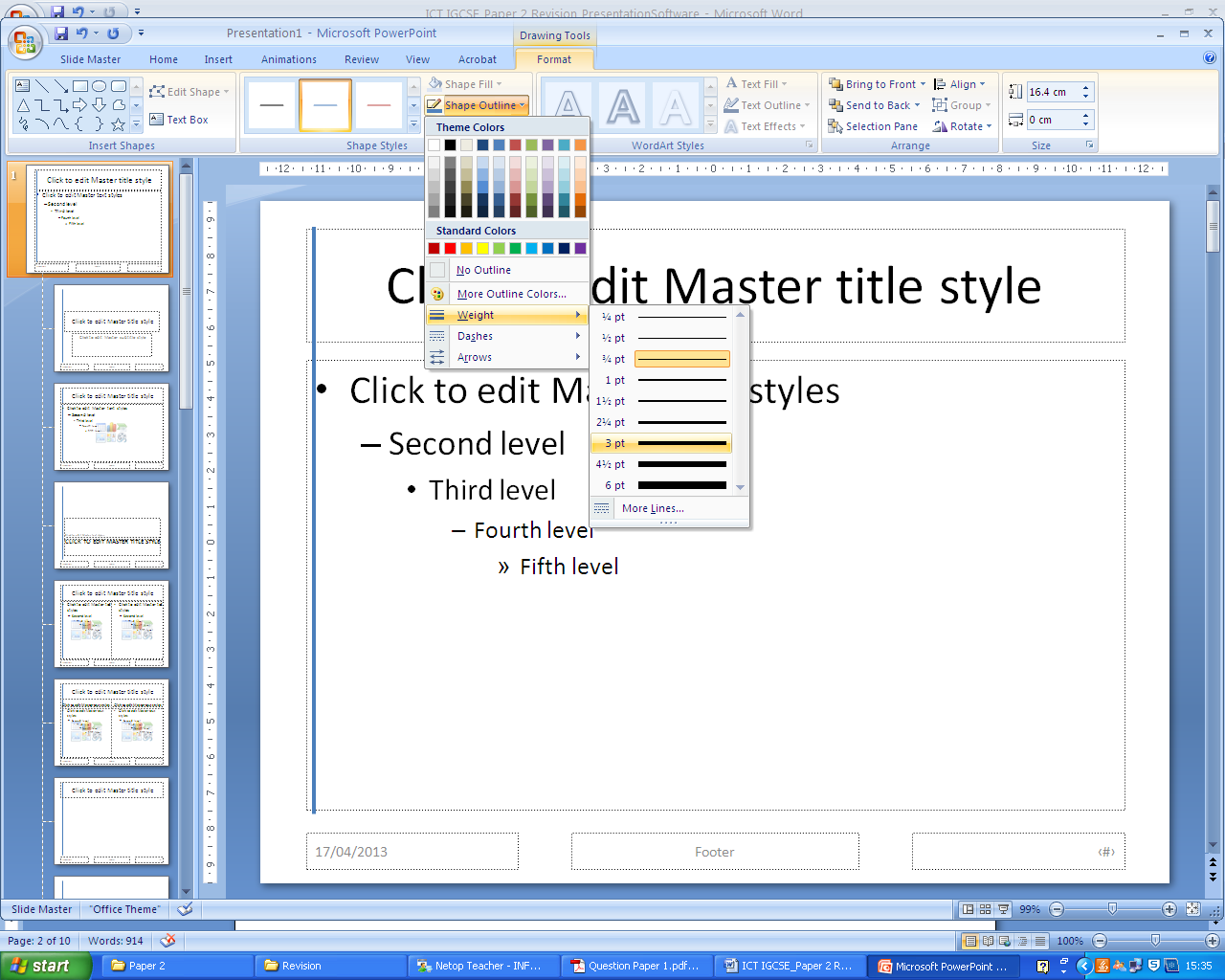
**e.g.**

* + **Draw two thick (about 3 point) vertical lines down the slide on the left side**
  + **Draw a thick (about 3 point) horizontal line across the width of the slide about 3 cm from the top of the slide**
  + **Find a picture of a star from clipart and place this between the vertical lines above the horizontal line**
  + **Enter your name, Centre number and candidate number in a 12 point serif font at the bottom left of the master slide but not overlapping the lines**
  + **Slide numbers should appear at the bottom right of each slide**

**To insert lines:**

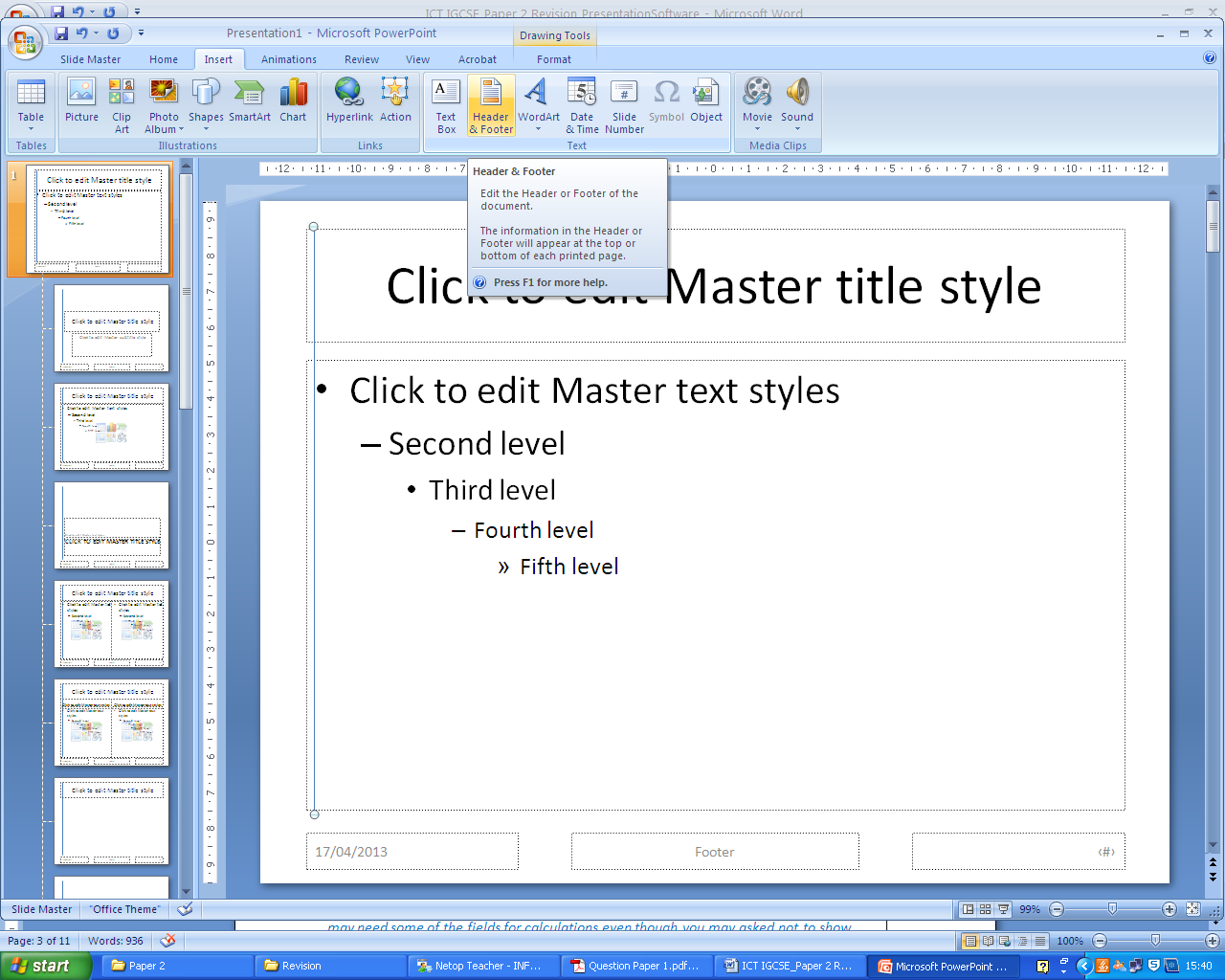


**To set thickness of the line:**

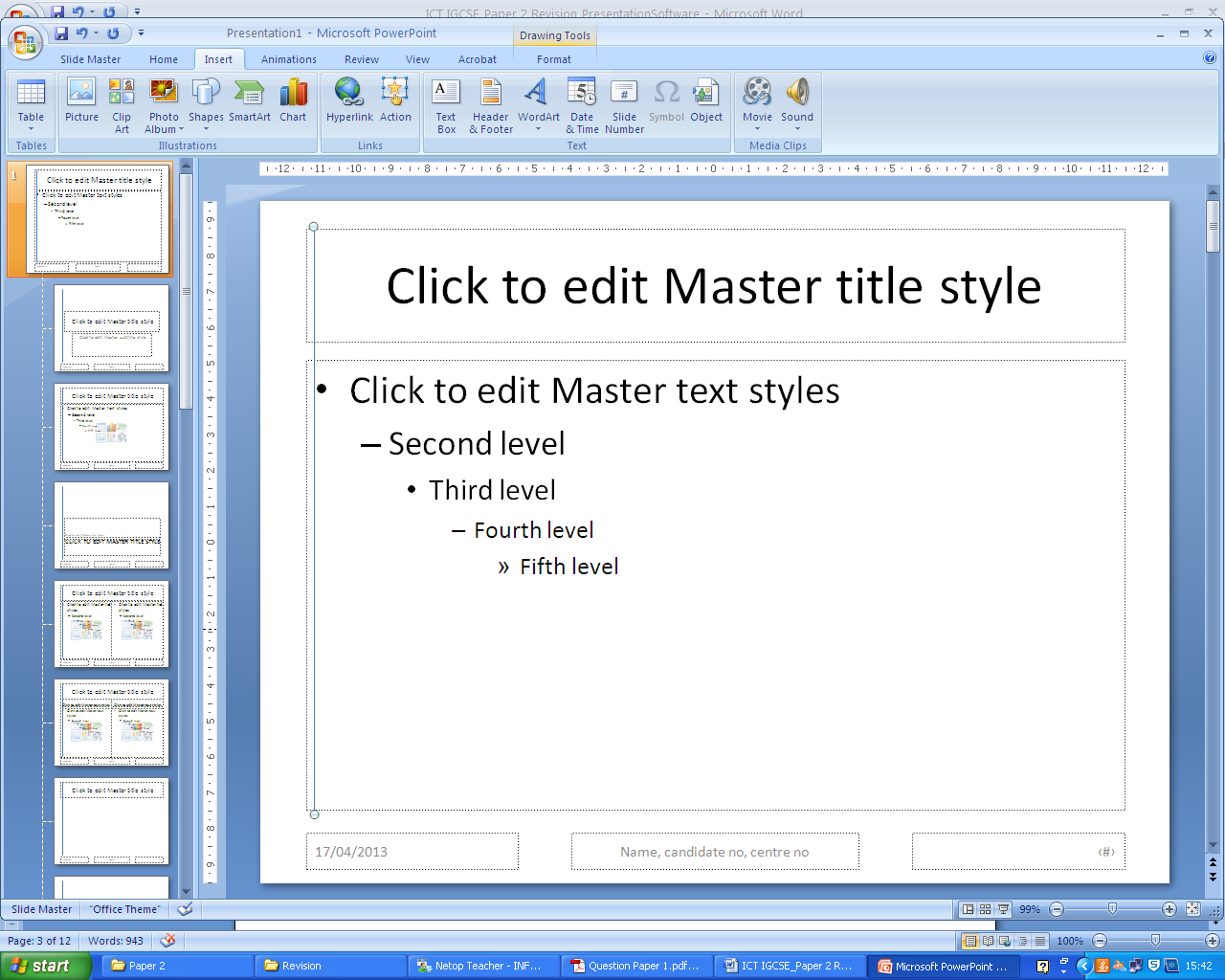


**Vertical Line** **Horizontal Line**

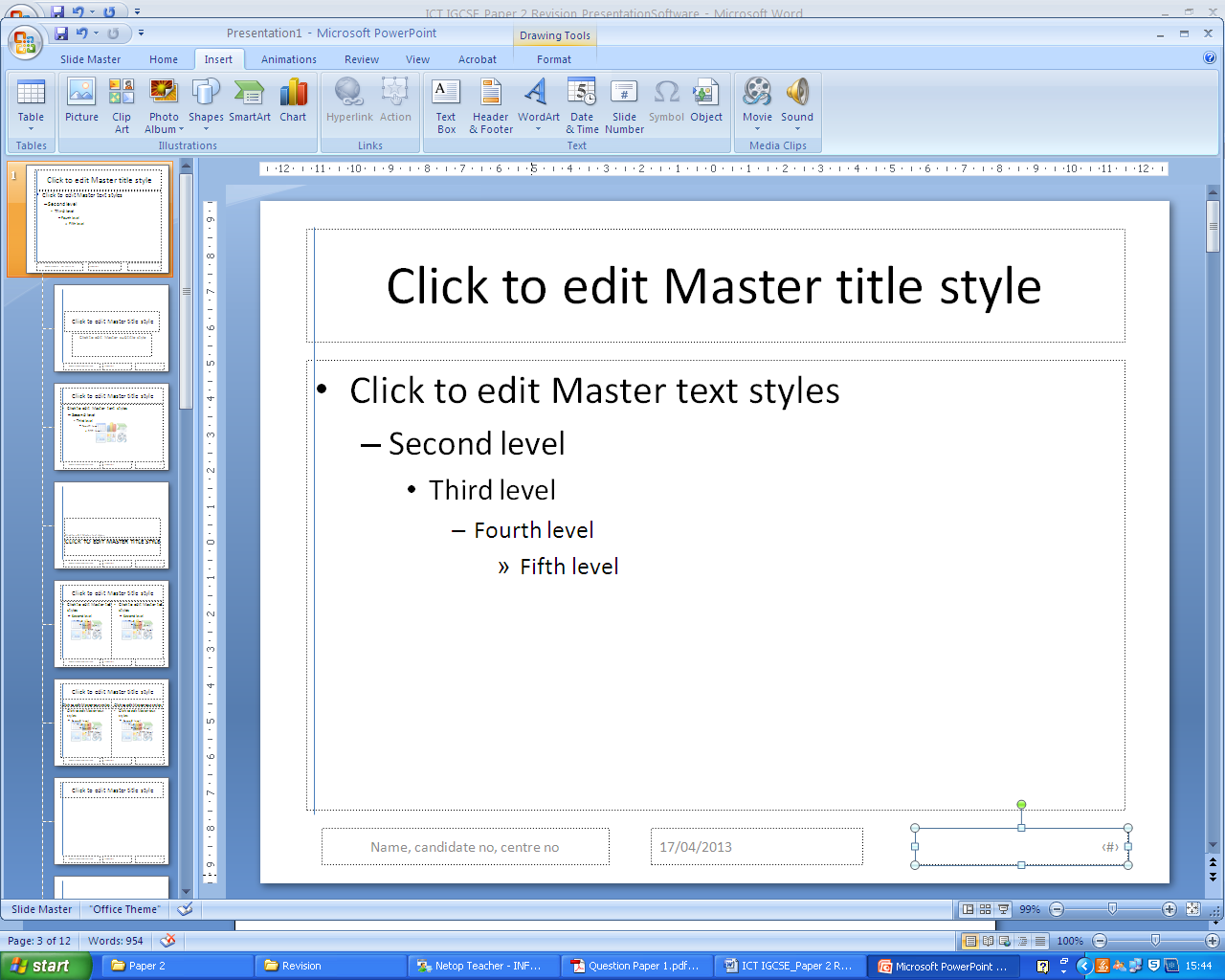
**To enter name, candidate no and centre number INSERT FOOTER / HEADER**

****

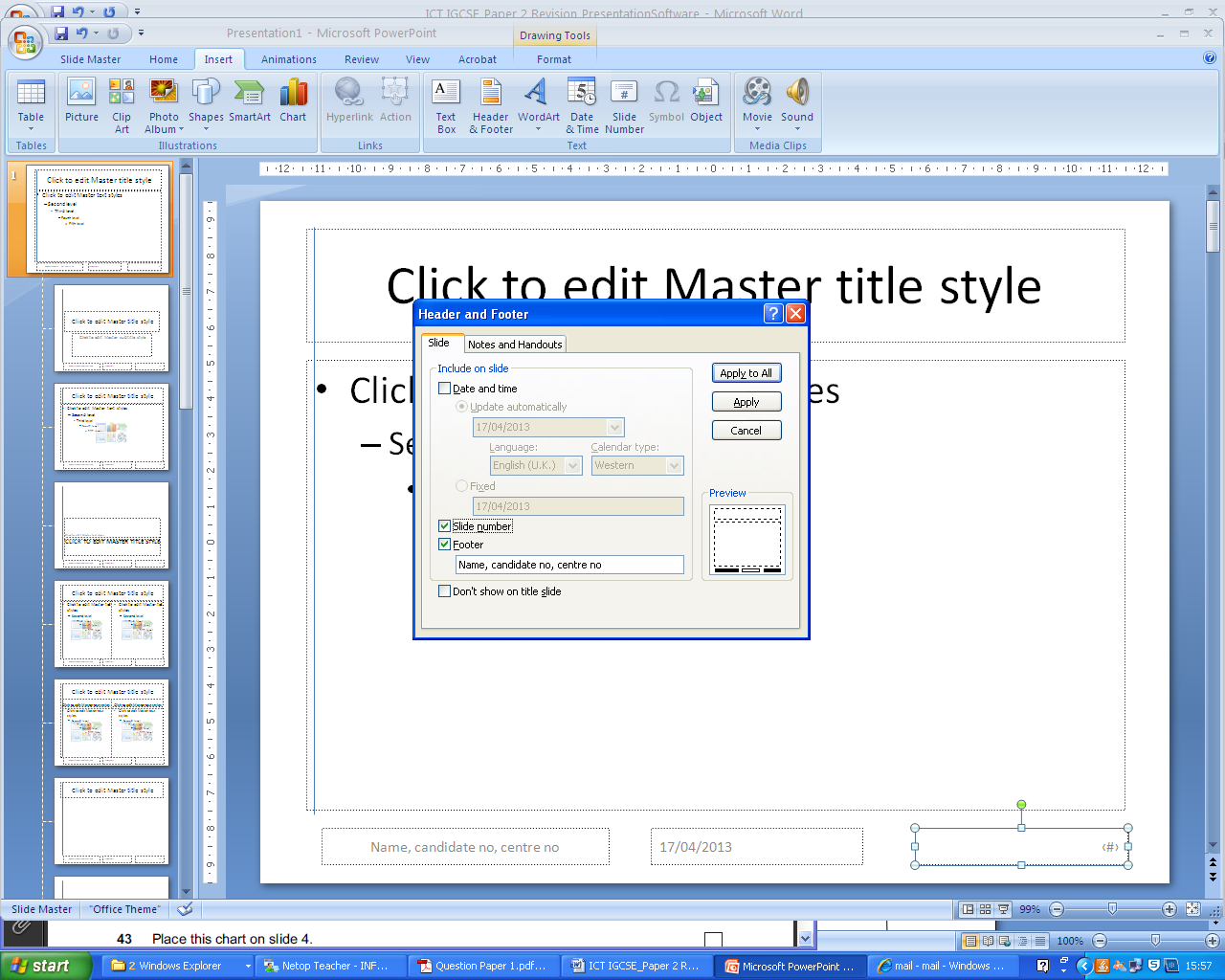
** Click in Footer and APPLY TO ALL.**

****

**Then move the text box to the place it is required!**

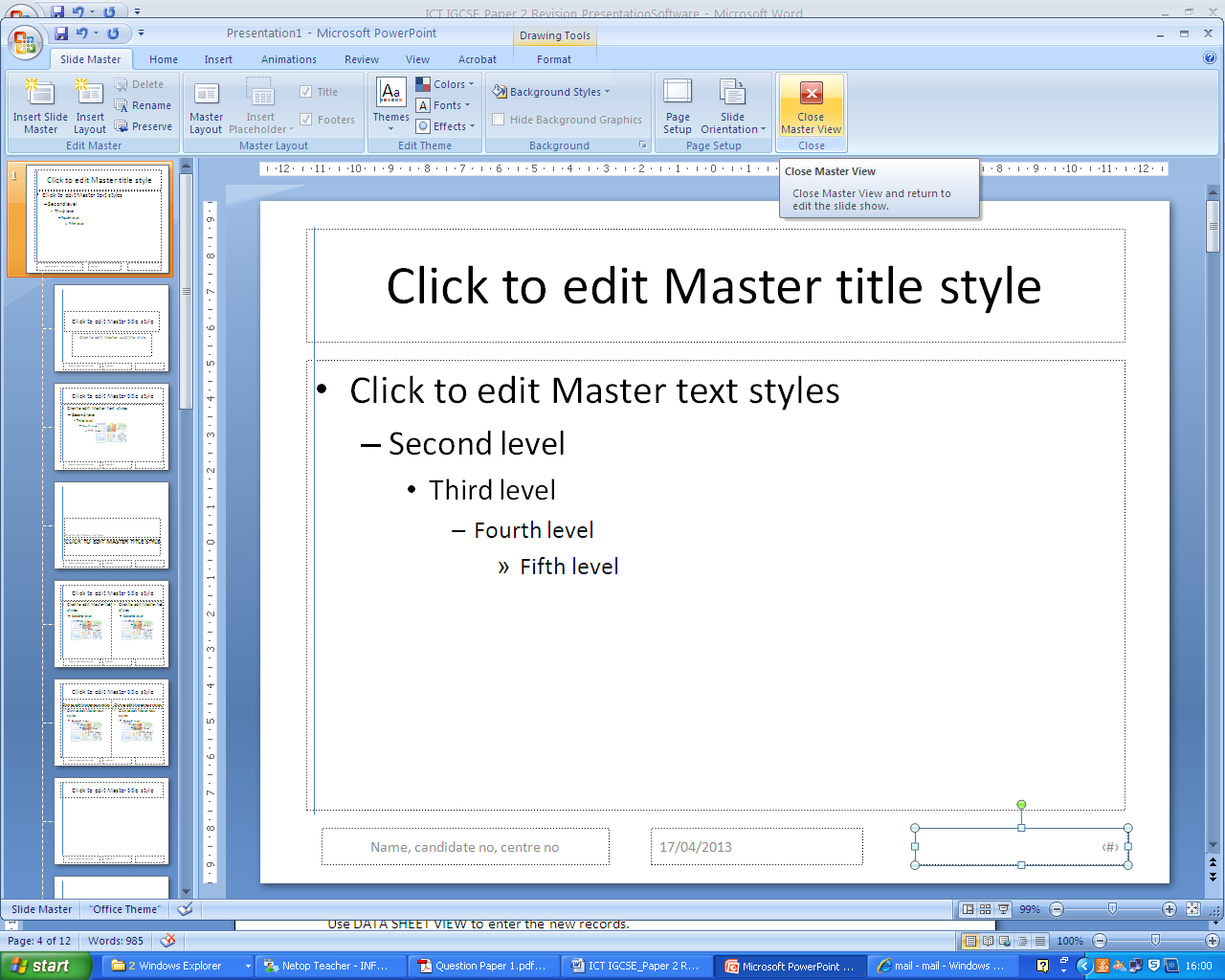
****

**NOTICE THAT the Slide Number box needs to be TICKED in order for it to be displayed in normal view.**

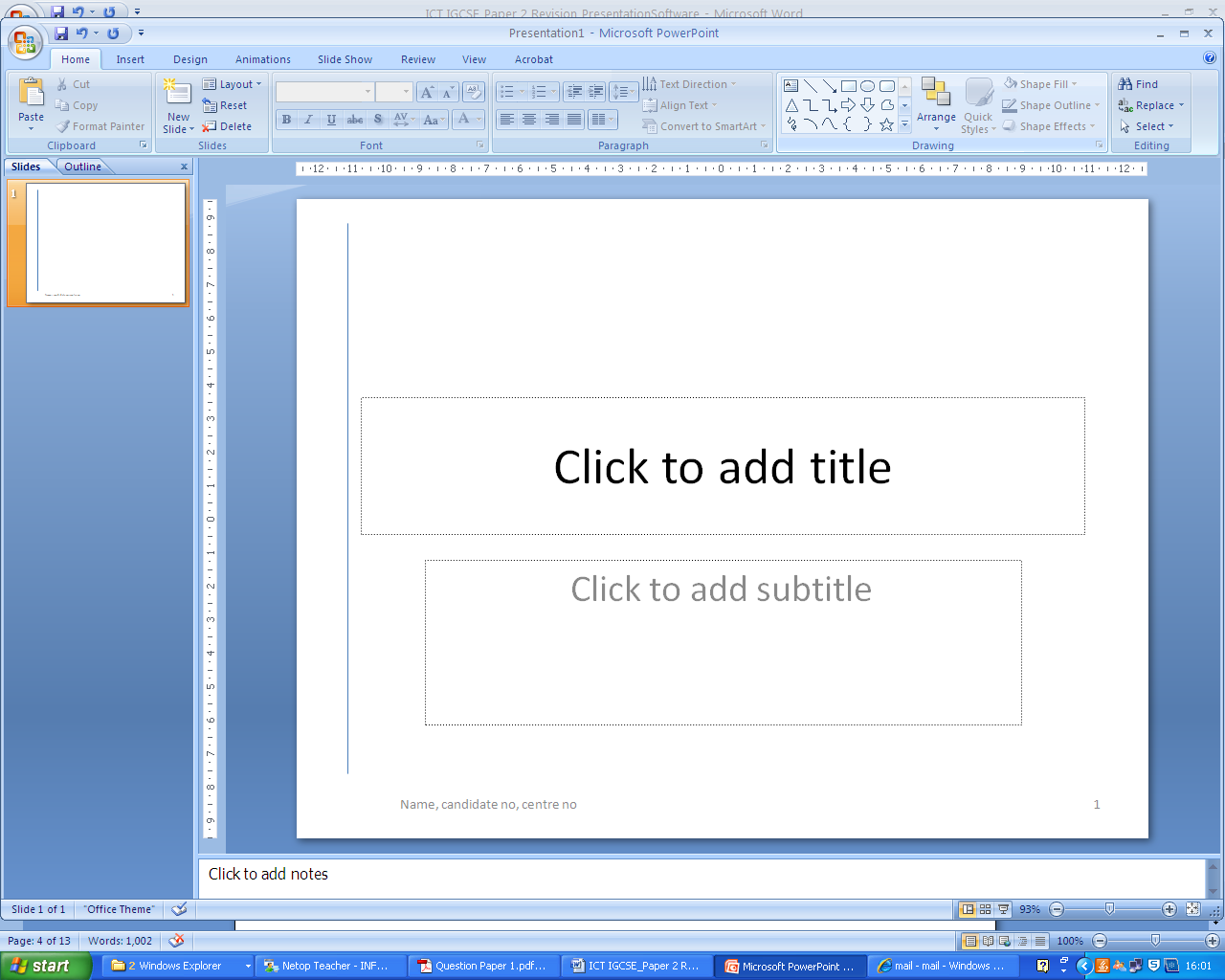
****

**CLOSE the Master Slide view when you have finished with formatting.**

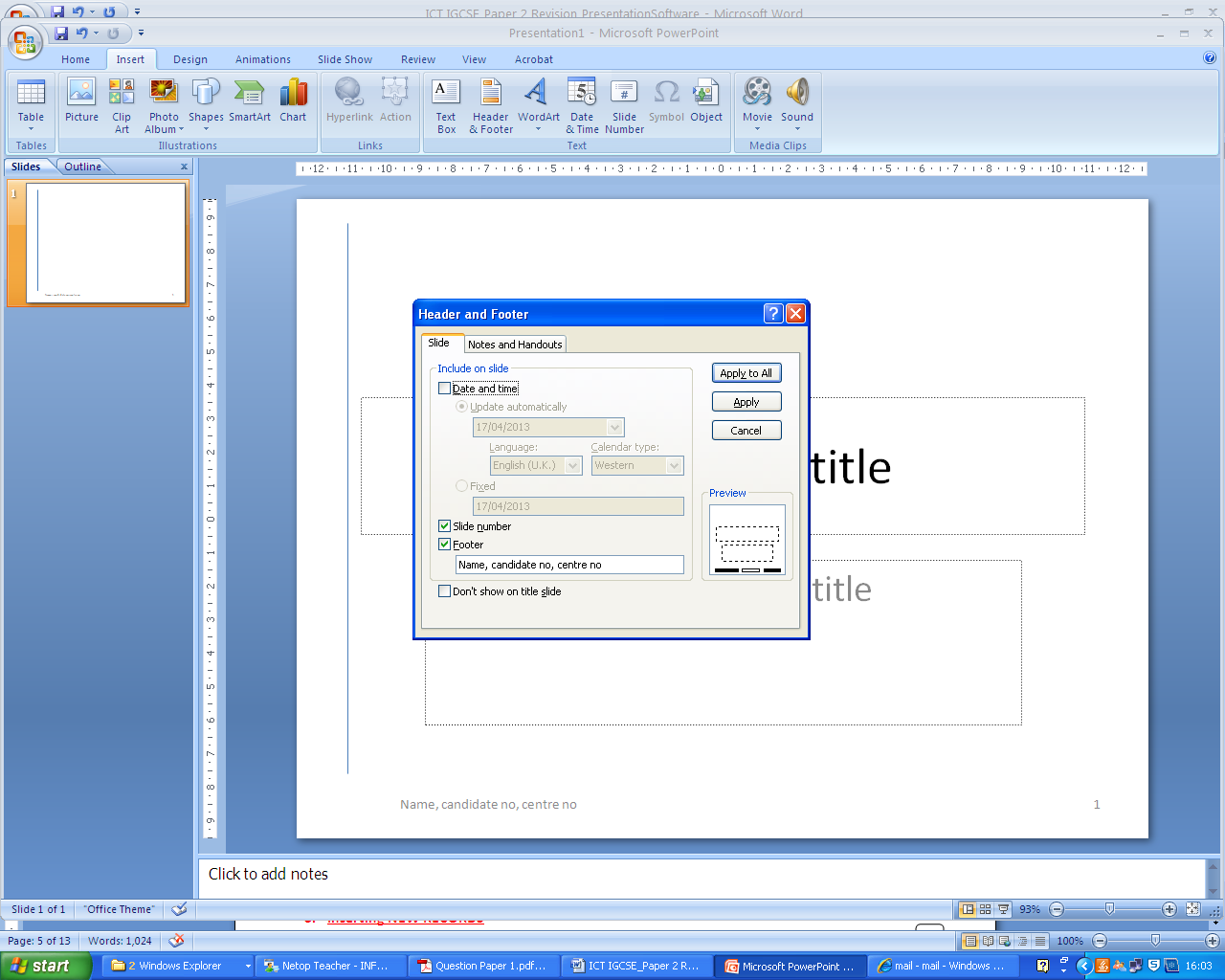
**Click on SLIDE MASTER tab then select CLOSE icon.**

****

**That will take you to the NORMAL VIEW.**

****

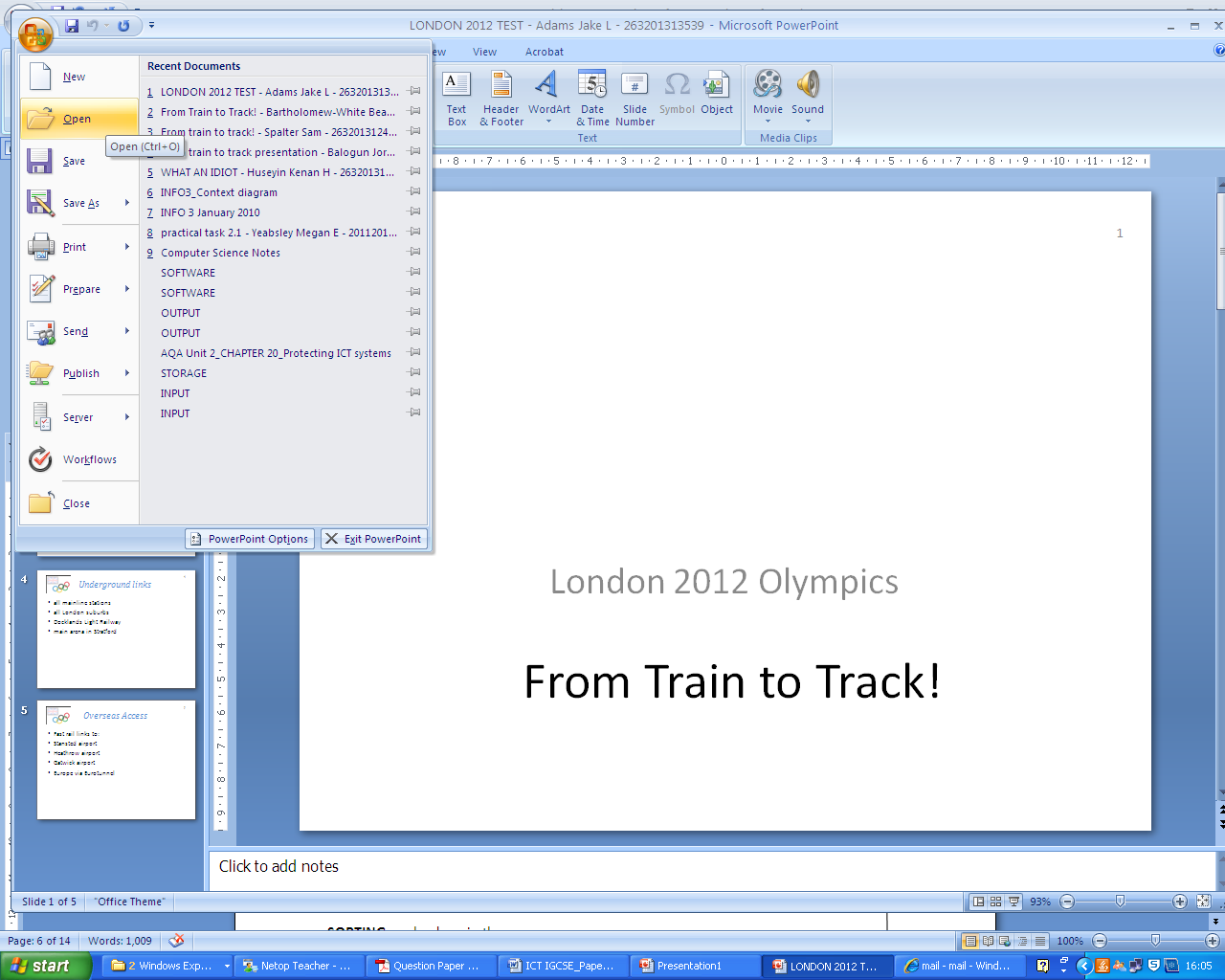
**Your details and the page number should be showing, IF NOT then go back to HEADER / FOOTER and tick the boxes.**

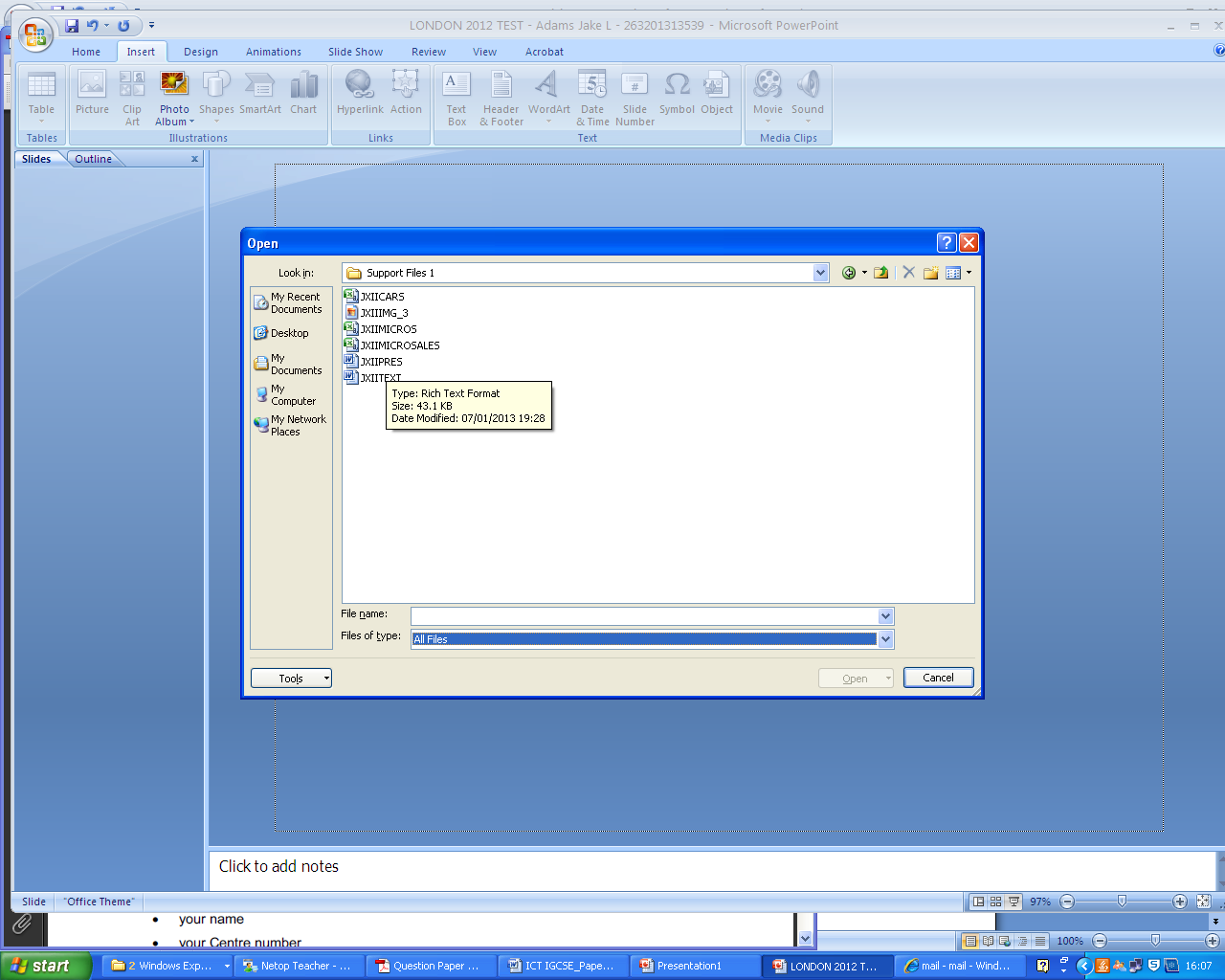
****

**Can you do it?**

1. **Importing a .RTF file in to the presentation**

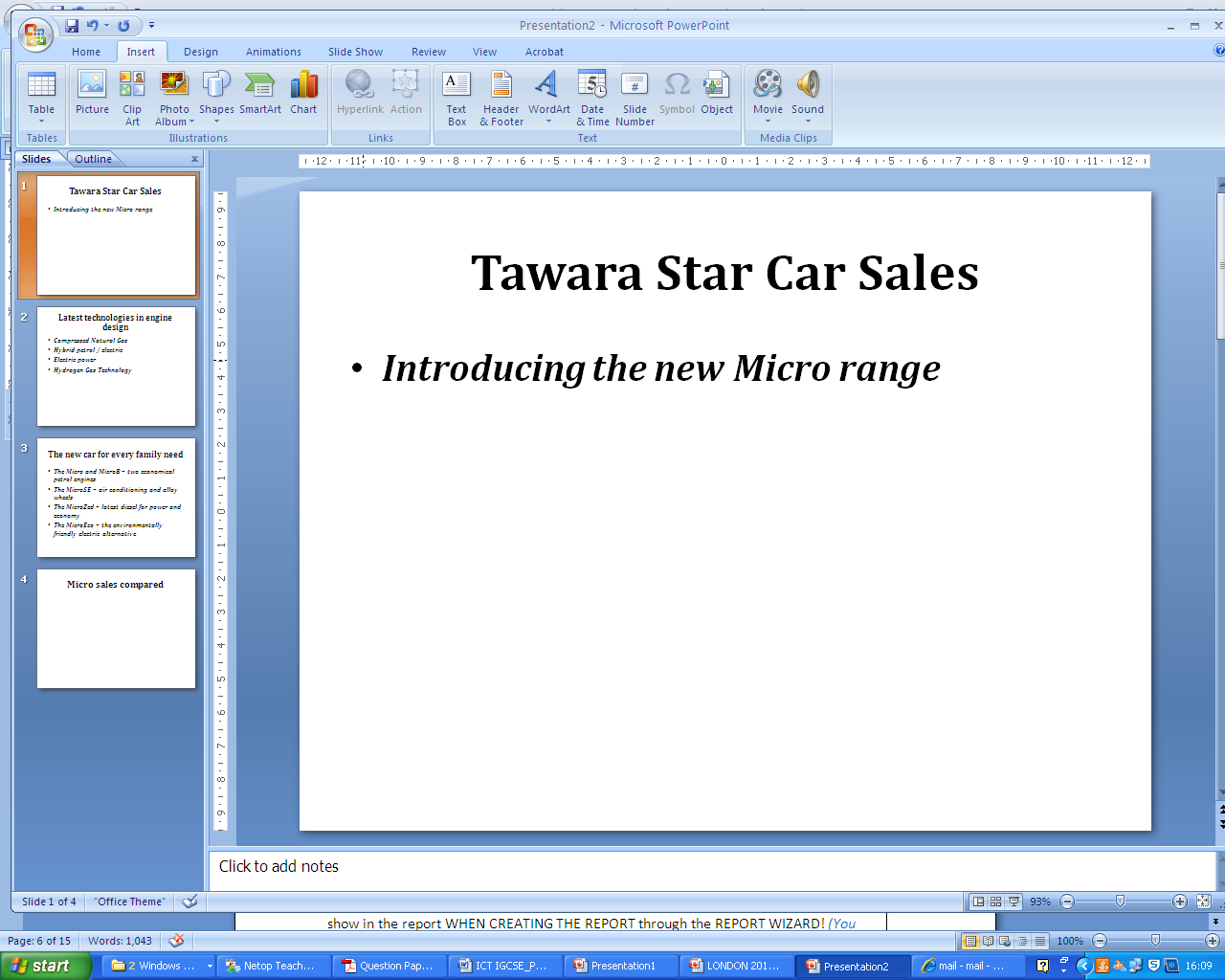
**Open the .RTF file in PowerPoint.**





**Make sure All Files selected in the Files of Type window!**

The content of the file will be inserted as slides into the PowerPoint presentation as shown below.



**Can you do it?**

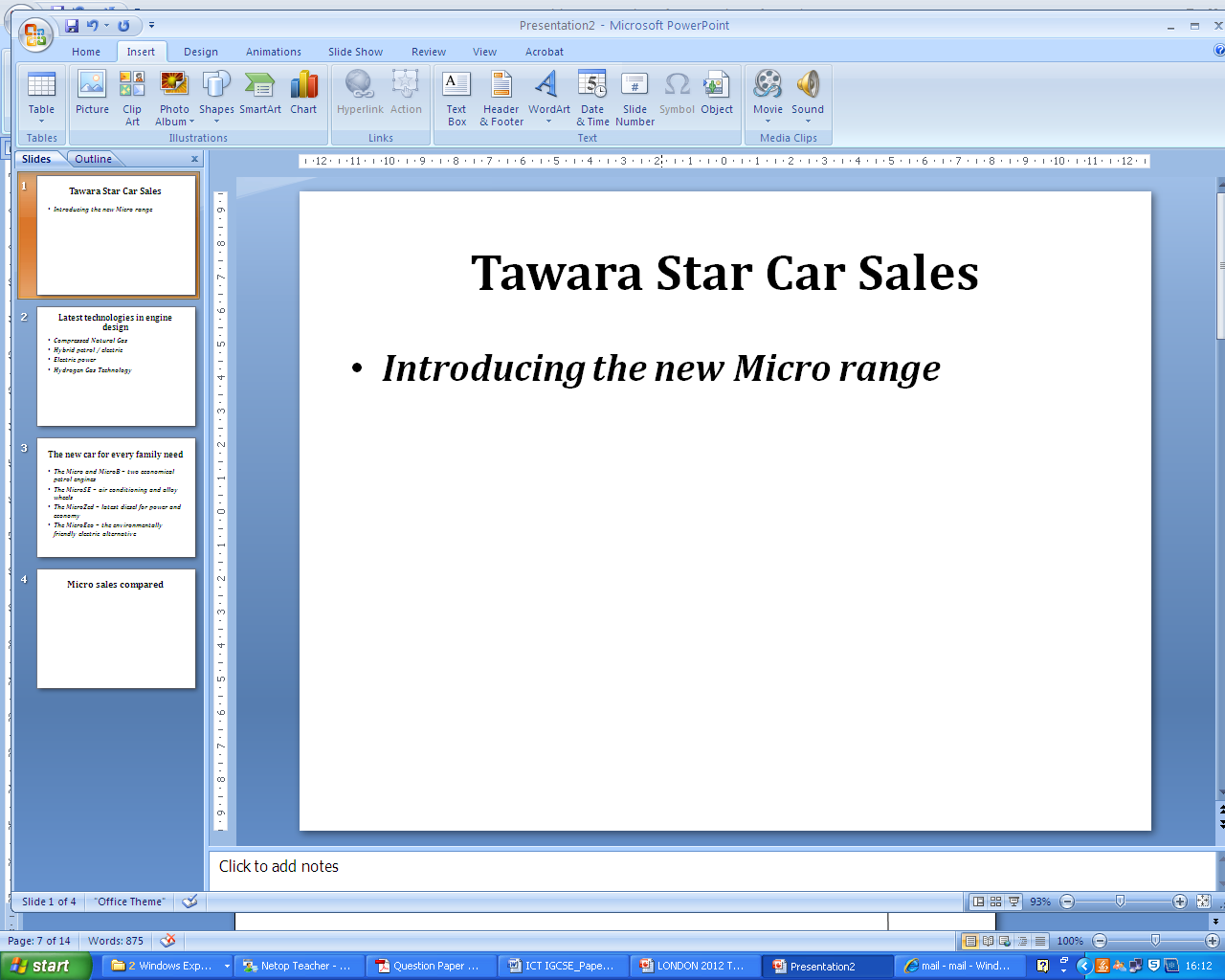
1. **Creating a CHART from a .CSV file and inserting into the presentation**

Open the .CSV file.

Create the chart.

Copy and paste into the presentation in to the required slide.

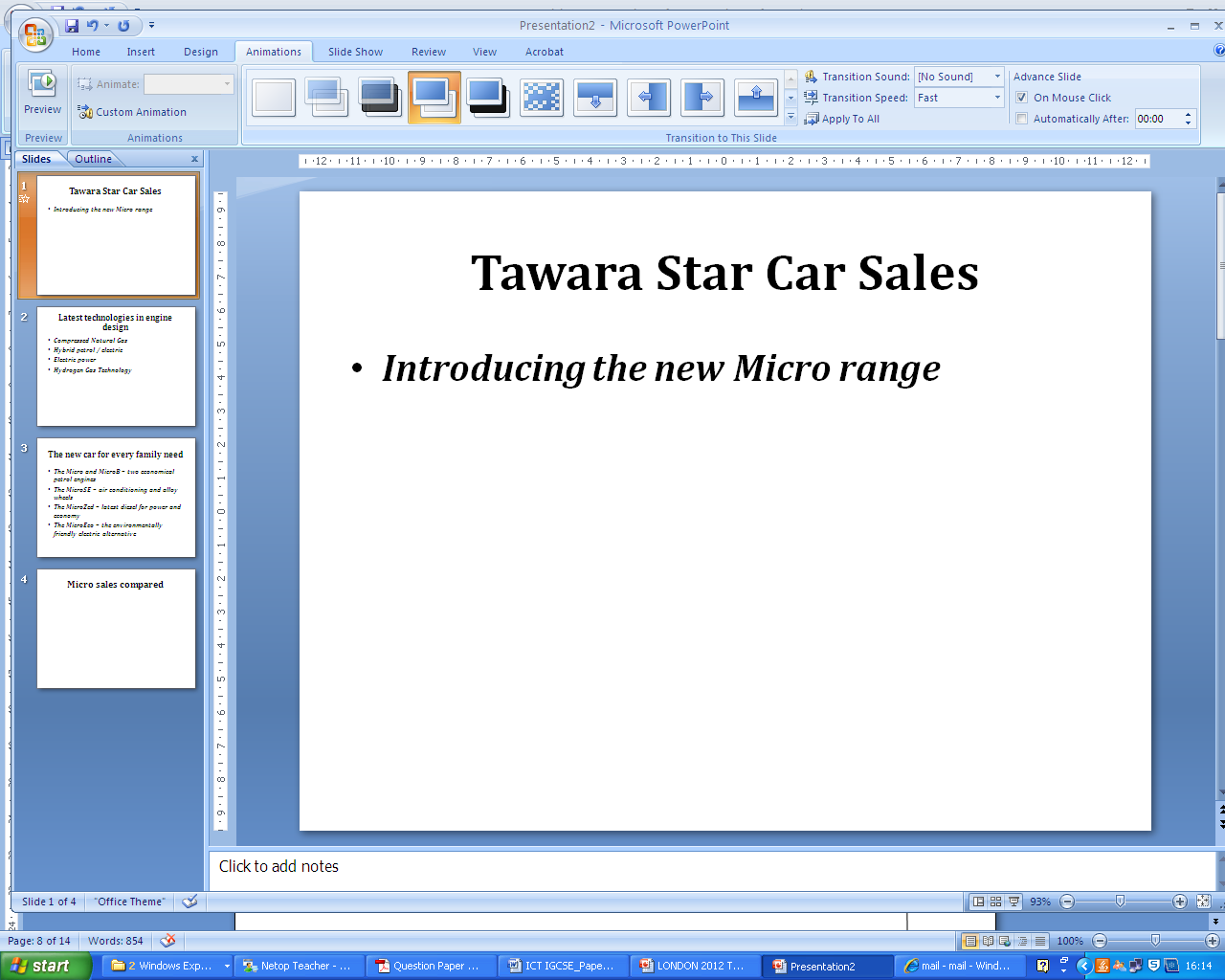
1. **Adding PRESENTATION NOTES to the slide**

****

This is where you type the PRESENTATION NOTES

**USE ASEARCH CRITERIA to find and display the records wanted in the question paper!**

1. **Applying TRANSITIONS and showing in the screen shots**

****

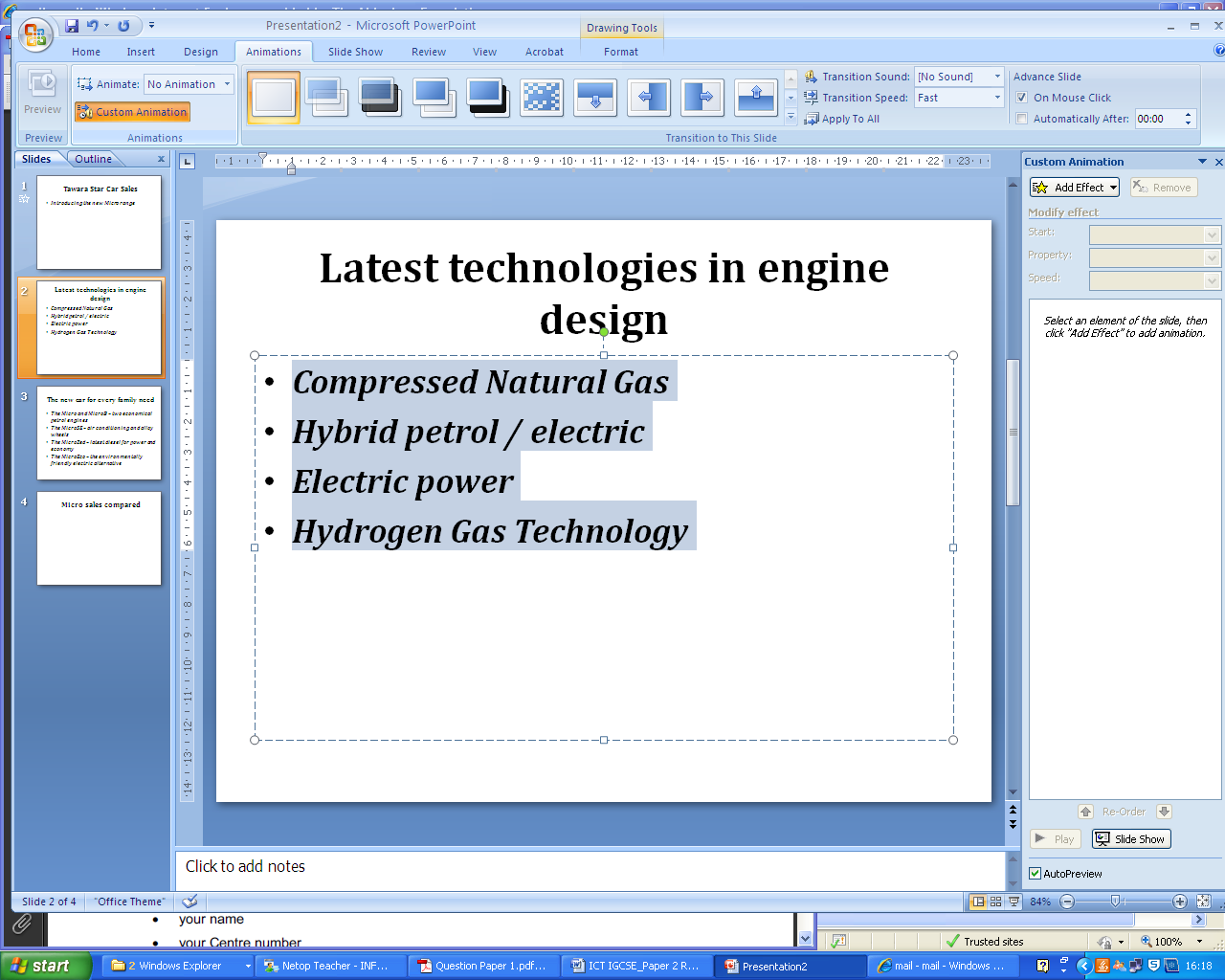
**Select the transition and annotate in the screen shot like shown above.**

**Can you do it?**

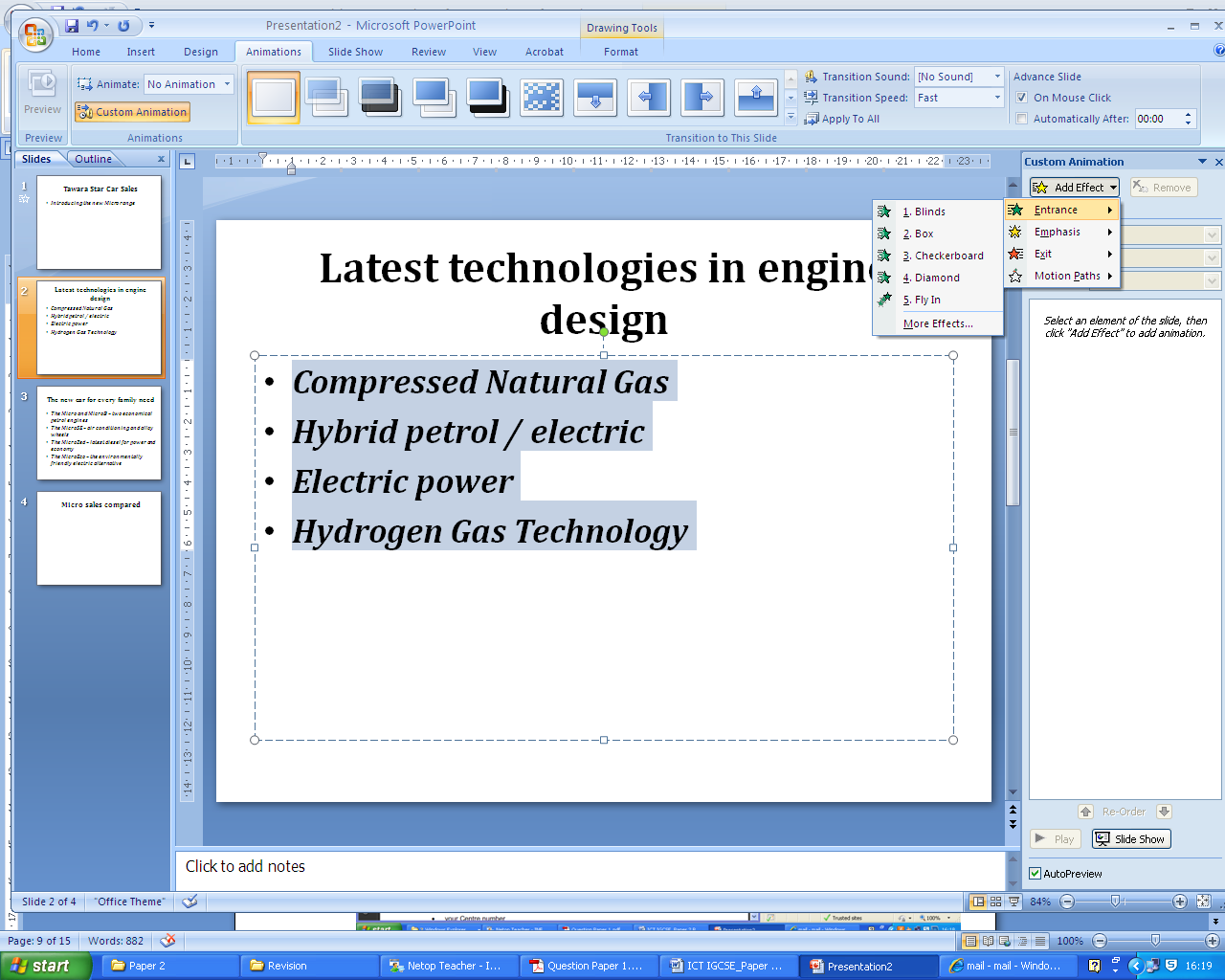
1. **Setting bullet point animation and showing as a screen shot**

**Select the BULLETED LIST and** **CUSTOM ANIMATION**.

Custom Animation window will open on the right.

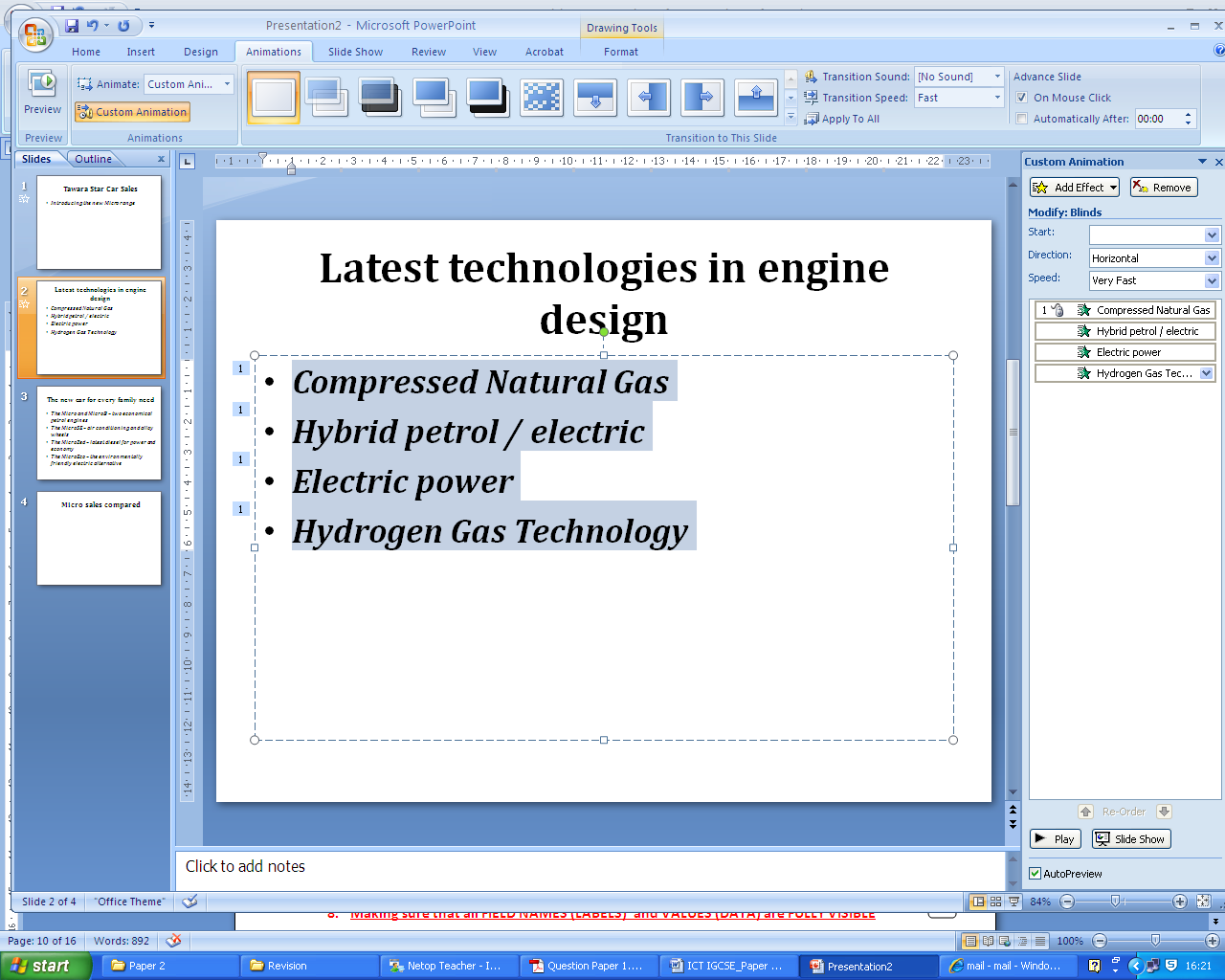
****

**Add the required animation as specified in the question paper.**

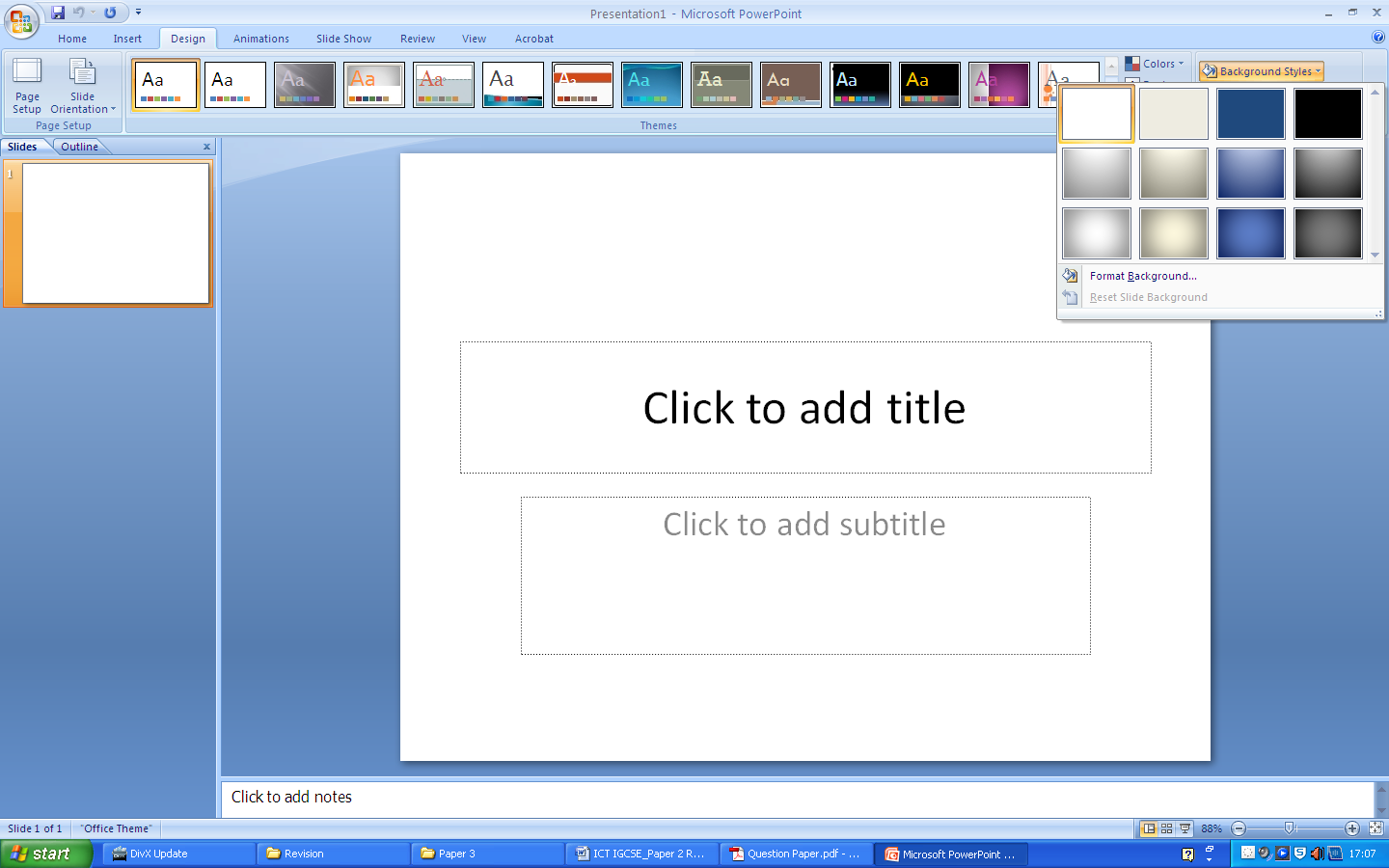
****

**Can you do it?**

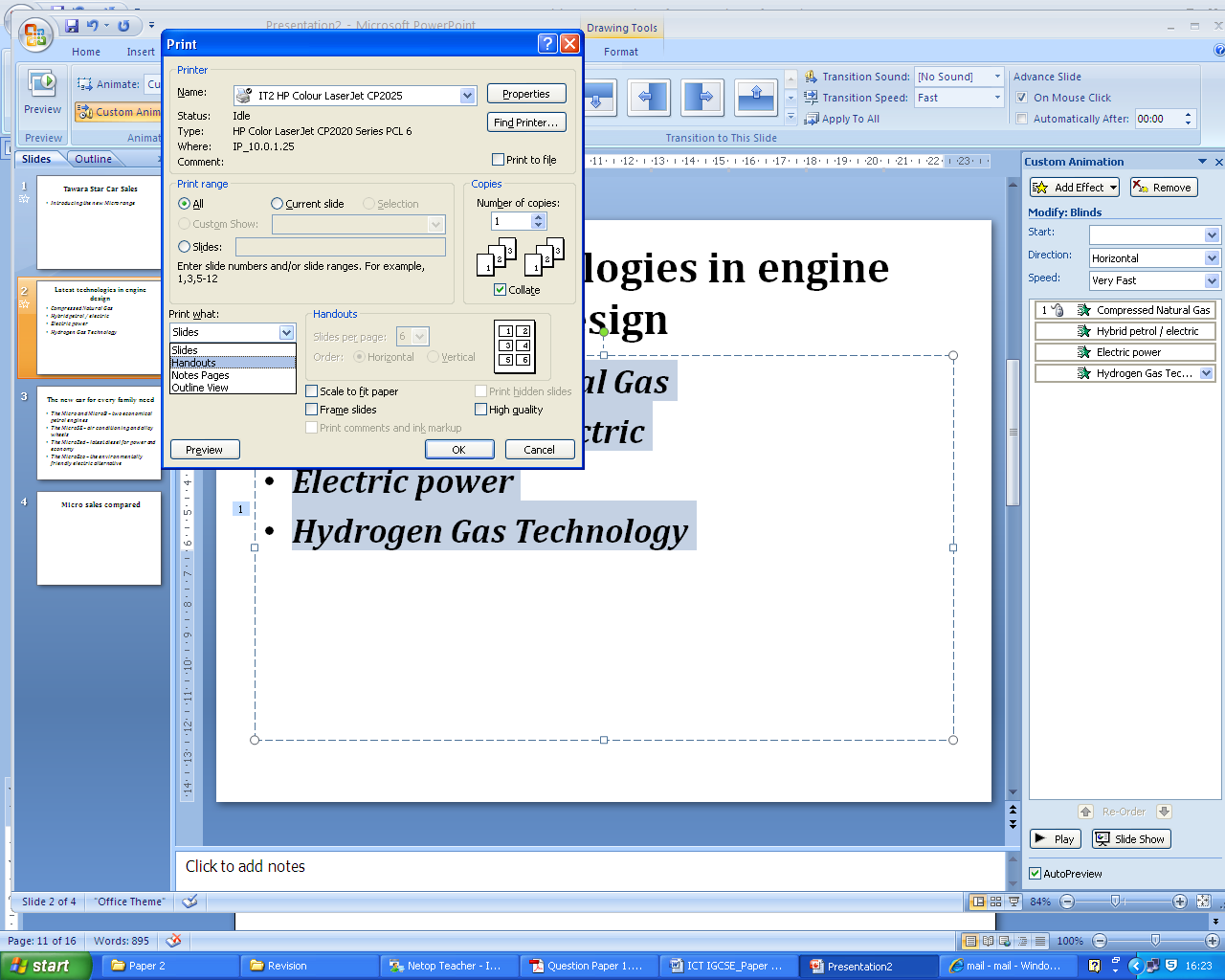
**Then put the screen shot below in your evidence document with annotations.**

****

1. **Formatting BACKGROUND**

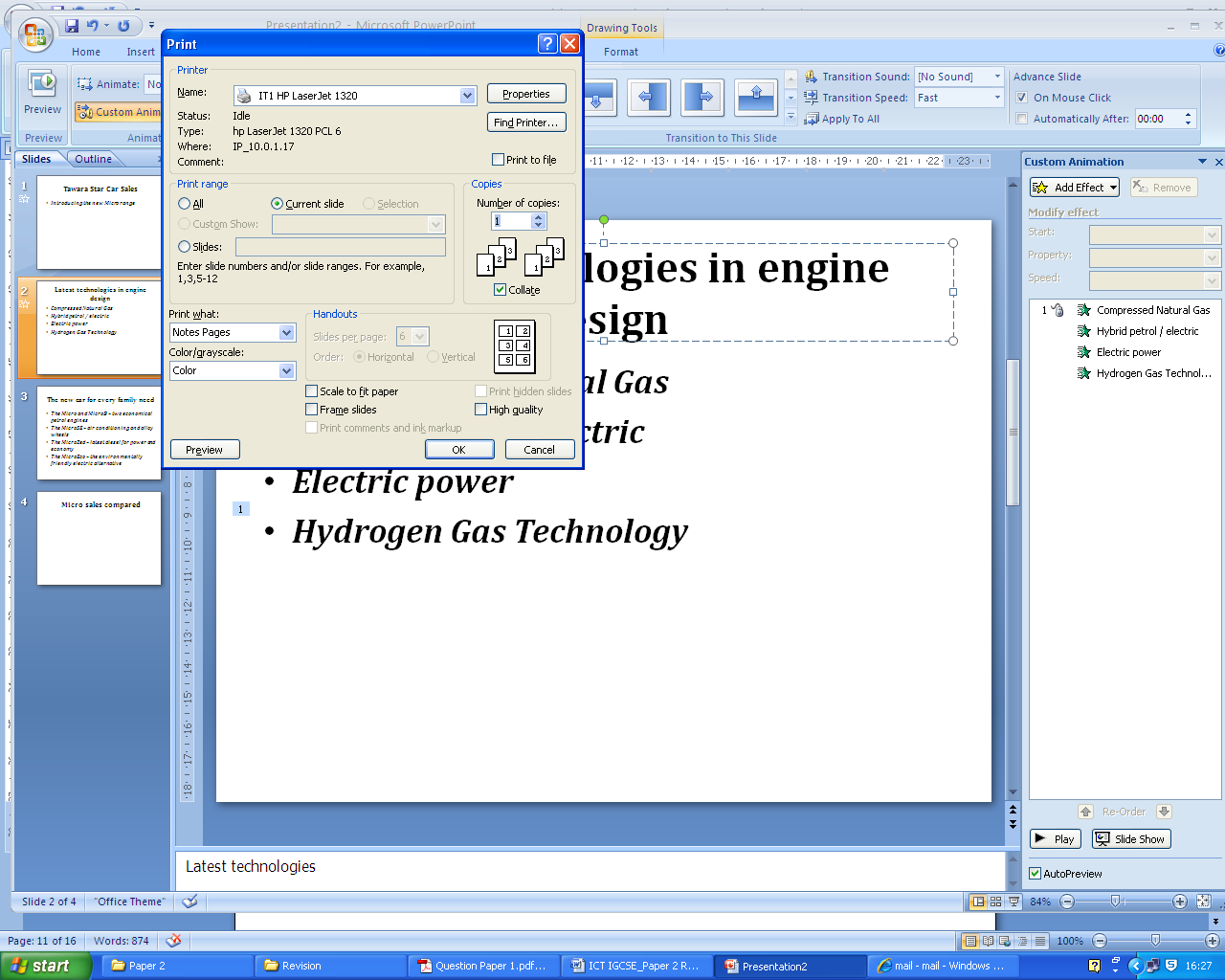


1. **Printing slides as HANDOUTS**

****

**Can you do it?**

1. **Print a slide showing PRESENTER NOTES**

 **Select Notes Pages**