

Project #: PPT-1

PowerPoint Specialist

Level

Basic

Intermediate

Advanced



Project Title **Favorites Menu**

New Skills:

- Changing line spacing
- Adding slide transitions
- Setting up a slide show to loop continuously



The Office
Specialist.com
The Microsoft Office Experts

Lettuce-Do-Lunch

Jazz My Wheels

College Concierge

Squeaky Clean

Lawn Enforcement

PowerPoint Specialist
Project #: PPT-1

Customer Name: Lettuce-Do-Lunch

Assigned to: You, the MS PowerPoint Specialist

Project Title: Favorites Menu

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 16.

Project Description

Lettuce-Do-Lunch is trying some new advertising strategies and would like to create a slide show featuring its menu items. The owner, James Hungry, has decided to feature a Favorites Menu each month, sometimes showing a new menu item, and other times showing a customer favorite. The slide show will be seen while customers order at the counter. He hopes this will be cost-effective and increase attention to the various menu items.

Your Job

As the Microsoft PowerPoint Specialist, you will create a slide show with pictures of the food items being promoted for a specific week within a given month. There will be occasions when some items will repeat. When an item is promoted on the favorites menu, it will have a special price listed on the slide.

Use photos rather than clip art to show the menu items. The owner is allowing you to make the appropriate selections based on the descriptions he has provided.

Tips and Strategies

1. Use only one or two fonts, such as Arial or Helvetica, throughout the presentation.
2. Keep all of the headings (titles) the same point size on each slide.
3. For the body text on each slide, use a point size that can be easily read.
4. Use capital letters for the heading, but not for the body text.
5. Make no more than six statements per slide.
6. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **Project PPT-1 Favorites Menu** in the “PowerPoint Projects” folder within the “Lettuce-Do-Lunch Projects” folder.



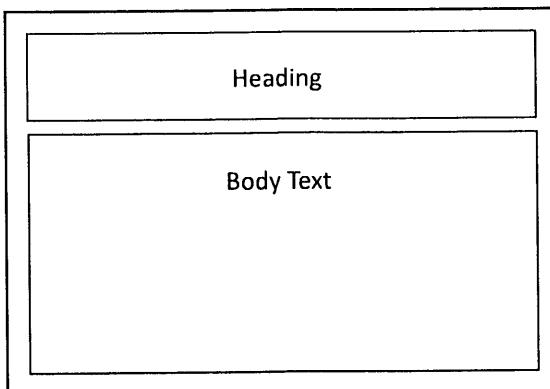
4. On **slide 1**, include the following:
 - In the heading text box, key the following title:

LOOK WHAT'S NEW!

- In the body text box, key the following content:

Try one of our featured items
and we'll pay for your
drink and a delicious
homemade cookie!

- Change the line spacing to two lines.



Instructions to the MS PowerPoint Specialist (Continued)



5. On slide 2, include the following:

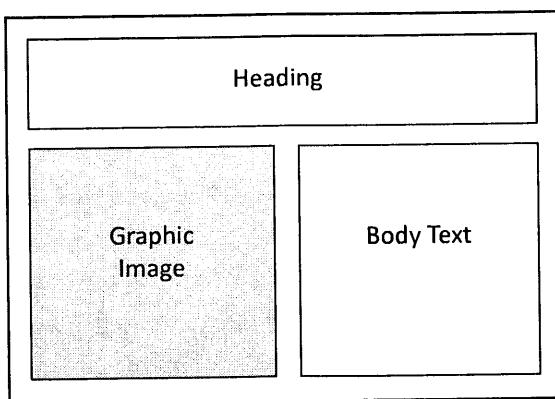
- In the heading text box, key the following title:

CRAZY CHOPPED SALAD

- In the body text box, key the following content:

Inspired classic chopped salad that has finely chopped artichoke hearts, roasted corn, garbanzo beans, diced tomato, cucumber, and fresh basil tossed in a homemade vinaigrette dressing. Price is \$5.50.

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.



6. On slide 3, include the following:

- In the heading text box, key the following title:

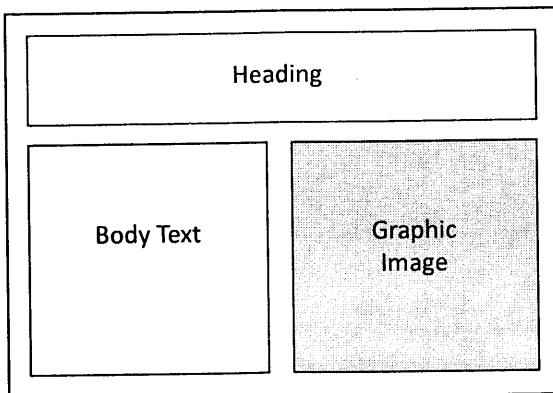
BECA'S SIGNATURE SALAD

- In the body text box, key the following content:

A Southwestern flavor and lots of hearty ingredients, including barbecue chicken, diced tomatoes, cucumbers, red onion, roasted corn, green chili peppers, avocado, grated cheddar cheese, and cilantro, are what make this salad so tasty. The salad is tossed in a creamy ranch dressing and is finished with thin, crunchy tortilla strips. Price is \$5.75.

Instructions to the MS PowerPoint Specialist (Continued)

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.



7. On slide 4, include the following:

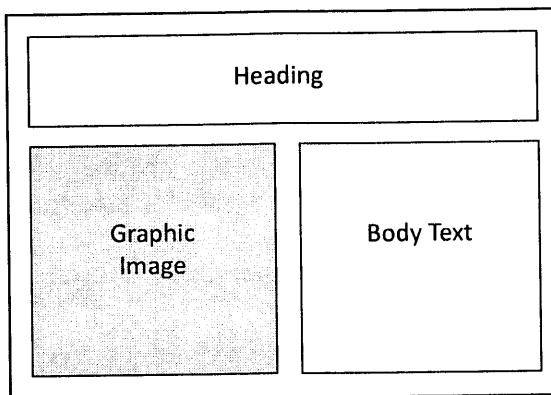
- In the heading text box, key the following title:

SNOWCREST CHICKEN SANDWICH

- In the body text box, key the following content:

This sandwich features a juicy, 7-oz. grilled chicken breast on Ciabatta bread with lettuce, vine-ripened tomato, dill pickle chips, and red onion served on the side. The sandwich comes with its own special mustard remoulade sauce. Price is \$5.50.

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.



Instructions to the MS PowerPoint Specialist (Continued)

8. Set up the slide show to loop continuously.
9. Apply an identical slide transition throughout the presentation.
10. Run the slide show and carefully proofread your work for accuracy, design, and format.
11. Resave the file.
12. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
13. If required, present this presentation to your instructor and/or your class.