

Project #: PPT-6

## PowerPoint Specialist

Level

Basic Intermediate Advanced



Project Title

# What Will You Be Doing in Ten Years?

### New Skills:

- Creating a color scheme
- Using the arrow tool
- Resizing graphic images
- Using auto shapes
- Adding a hyperlink text to a Web site
- Formatting and inserting a table



The Office  
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The Microsoft Office Experts

College Concierge

Squeaky Clean

Lawn Enforcement

Lettuce-Do-Lunch

Jazz My Wheels

**PowerPoint Specialist**  
**Project #: PPT-6**

**Customer Name:** College Concierge

**Assigned to:** You, the MS PowerPoint Specialist

**Project Title:** What Will You Be Doing in Ten Years?

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 14.

**Project Description**

A teacher from the local high school, Ted Stanton, has assigned a group project for his 10<sup>th</sup> grade students. They are to create a slide show presentation about what they think life will be like for them in 10 years. The students have challenged the teacher to share his own story as well. Since Mr. Stanton does not know Microsoft PowerPoint nor does he think he has time to create a presentation by the time it needs to be completed, he has come to College Concierge for help.

**Your Job**

As the Microsoft PowerPoint Specialist, you will develop a slide show that reflects the teacher's thoughts and ideas about the proposed question. It needs to be clear and to the point, simple to follow, and interesting enough to keep the attention of the students.

The client will provide the content. Graphics will play a big part in helping the students relate to the information on each slide, and you will have the final say on what and how much information is needed.

**Tips and Strategies**

1. Use no more than two font styles throughout the presentation.
2. Use future tense in your presentation.
3. Keep all of the headings (titles) the same font and point size; consistency is important.
4. The presentation should be easy to read, with a good balance of text and graphics.
5. Unless otherwise noted, the layout, design, point size(s), and style(s) for this project will be left for you to decide.
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-6 What Will You Be Doing in Ten Years?** in the “PowerPoint Projects” folder within the “College Concierge Projects” folder.



4. On **slide 1**, include the following:

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

WHAT WILL LIFE LOOK LIKE FOR YOU IN 10 YEARS?

- In the body text box, insert a graphic image to enhance the text being presented on this slide. For example, choose an image that depicts Mr. Stanton 10 years from now—running a marathon, playing golf, married, moved to a bigger house, etc. Resize the image so that it is in proportion with the other elements on the slide.

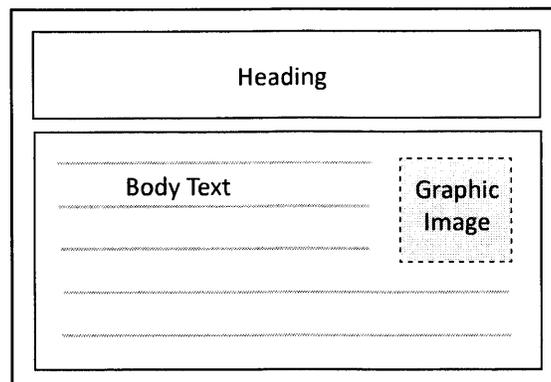
- In the body text box, key the following content:

Presented by: Ted Stanton

Project name: What will I be doing in ten years?

Current date:

- Select a color scheme that reflects the intent of the presentation and apply it to all of the slides.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



## Instructions to the MS PowerPoint Specialist (Continued)



5. On slide 2, include the following:

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

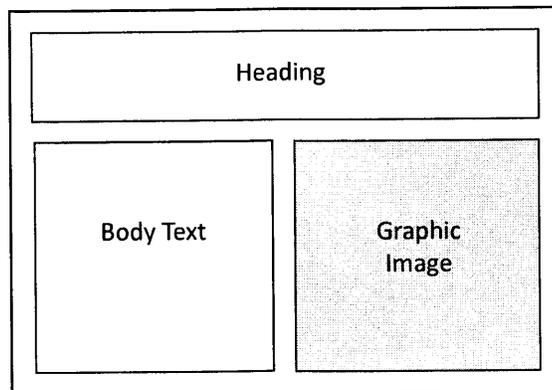
WHERE I WILL BE LIVING

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

In 10 years, I see myself living in *Palm Springs, California*.

The reason I see myself living there is because there is sun and golf.

- Insert a graphic of a United States map. Use the arrow tool to point to the city with the state where Mr. Stanton will be living. 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:

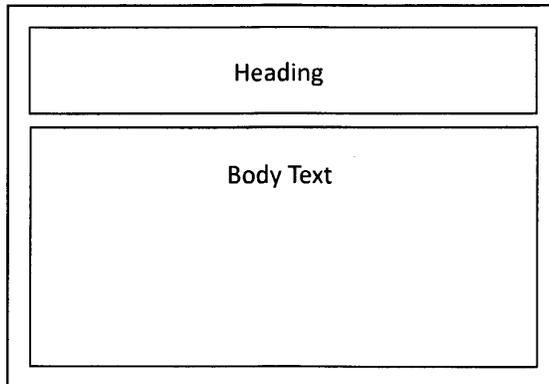
EDUCATION BACKGROUND

- In the body text box, key the following content showing Mr. Stanton's education:

I graduated with a Bachelor of Arts Degree from University of Irvine and a Master of Arts Degree from University of Southern California.

- Add hyperlinks that link to the Web sites of the schools Mr. Stanton attended.

### Instructions to the MS PowerPoint Specialist (Continued)



7. On **slide 4**, include the following:

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

CAREER BACKGROUND

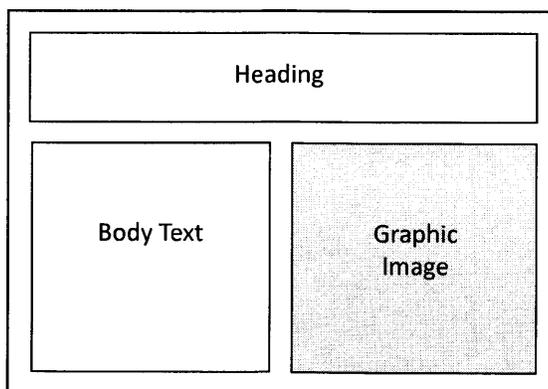
- In the body text box, key the following content:

I am a teacher at Shoreline High School.

In this job, I am responsible for teaching  
10<sup>th</sup> Grade Civics class.

- Insert graphic images to enhance the text being presented on this slide. Resize the images so that they are in proportion with the other elements on the slide.

**Tip:** Remember to keep the slide consistent regarding font color, point size, style, placement of text, and elements.



## Instructions to the MS PowerPoint Specialist (Continued)

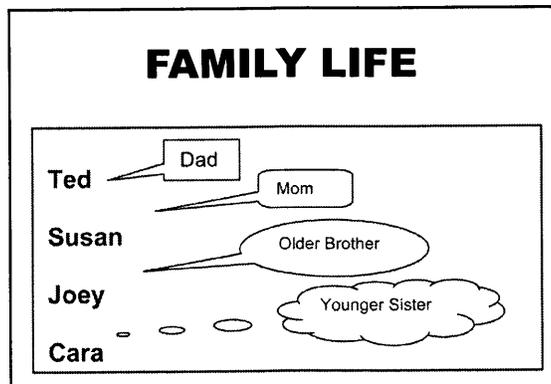


8. On slide 5, include the following:

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

**FAMILY LIFE**

- In the body text box, list the family members' names using Callouts in AutoShapes to identify the relationship of Mr. Stanton with his family. Key the following content:



9. On slide 6, include the following:

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

**HOBBIES AND INTERESTS**

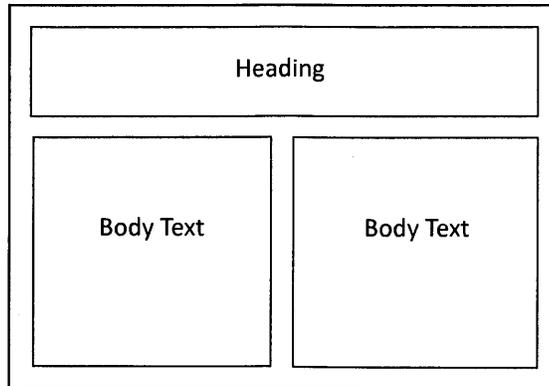
- In the first body text box, key the following content:

In my free time, I enjoy:

- In the second body text box, key the following content using bullets:

- golf
- spending time with my family
- traveling

### Instructions to the MS PowerPoint Specialist (Continued)



10. On slide 7, include the following:

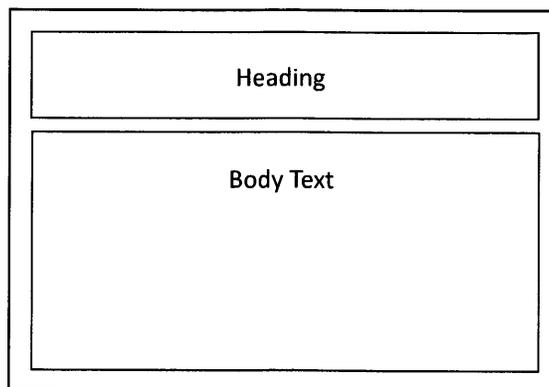
- In the heading text box, key the following title:

TRAVEL

- In the body text box, insert a two column by five row table. Key the following content:

Destination	Year
Hawaii	2014
South of France	2017
England to Ireland	2020
Southern Italy	2022

- Shade the first row of the table to emphasize the column headings.



### **Instructions to the MS PowerPoint Specialist (Continued)**

11. Run the slide show and carefully proofread your work for accuracy, design, and format.
12. Resave the file.
13. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
14. If required, present this presentation to your instructor and/or your class.