

PowerPoint 2010 – Level 1 Project



The following project is designed to exercise and review the topics covered in the PowerPoint level class. The procedures required to complete the project will follow and the example layout is to be used as a guideline. The project should take approximately 45 minutes to complete. Please use your creativity to exercise the tools you have been taught to complete the project. Also, add any additional features you desire to enhance the project outcome.

Computer Training Resources PowerPoint Project

The CTR sales department needs a presentation for new customers. It must provide the basic services and other data that would encourage students to begin using CTR as their computer-training provider. Your assignment is to create a short PowerPoint document in a presentable format.

Example Chart Layout

Class Exercise Instructions

<p style="text-align: center;">Computer Training Resources</p> <p style="text-align: center;">Partnering with You to Serve Silicon Valley & the San Francisco Bay Area</p> <p style="text-align: right;">1</p>	<p>Cover Page Slide</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Open file “PP2007-1 Project Outline”. 2. Apply a Theme to change presentation look. 3. Align and center title.
<p style="text-align: center;">Services Offered</p> <ul style="list-style-type: none"> • Instructor-Led Computer Training <ul style="list-style-type: none"> – Public Classes – Private Classes – Classroom Rentals – Private Instruction – Customer Site Training • Consulting <ul style="list-style-type: none"> – Systems Consulting – Applications Development – Network Consulting  <p></p> <p style="text-align: right;">3</p>	<p>Services Offered Slide</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Create a bulleted list slide. 2. Promote consulting bullet to a new slide. 3. Change bullet type to a different style. 4. Increase size of text after it is promoted. 5. Add clipart of your choice.

Public Class Format

- Most classes run 9:00-4:00 pm
- 1-2 days in duration
- Classes may be repeated at no charge on a space available basis
- 5-day cancellation period



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Public Class Format Slide

Actions:

1. Change bullet type.
2. Add clipart of your choice.
3. Change color of clipart.

Typical Software



- Windows/PC Fundamentals
- Microsoft Office
 - Word, Excel, PowerPoint
- Database/Communications
 - Access, FileMaker, Crystal Reports
 - ACT! & Outlook
- Web Page/Internet
 - Dreamweaver, FrontPage, Flash, HTML

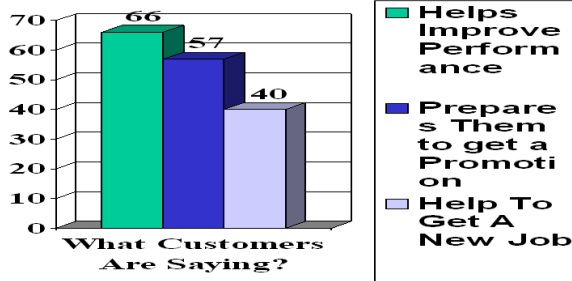
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Typical Software Slide

Actions:

1. Change bullet type to picture bullet.
2. Change sub-bullet type
3. Bold main titles.
4. Add “light” clipart.

How does Training Help?

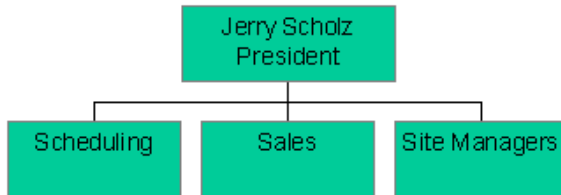


How does Training Help Slide

Actions:

1. Create Chart using the values 66, 57, 40.
2. Put in the categories
 - a. Helps Improve Performance.
 - b. Prepares them to get a Promotion.
 - c. Help To Get A New Job.

CTR Organization



CTR Organization Slide

Actions:

1. Create an organization chart.
2. Increase the line width between charts.
3. Increase the size of the overall chart to fit on the slide.

Who is CTR?

- Founded in 1984
- Headquartered in Silicon Valley
- Operates 15 Public classrooms in 4 different Bay Area cities; 2 in OR
- Manages more than 15 private and governmental classrooms



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“Who is CTR?” Slide

Actions:

1. Change bullet type to different style.
2. Move this slide to page 2 after the cover page slide using Slide Sorter view.

Summary Slide

- Who is CTR?
- Services Offered
- Public Class Format
- Typical Software
- How does Training Help?
- CTR Organization

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Summary Slide

Actions:

1. Create a new bullet slide.
2. Switch to the Outline view.
3. Collapse Outline.
4. Select the titles.
5. Copy and Paste the titles to a new slide.