**Project 2-1: Tonight’s Guest Speaker**

As director of the Citywide Business Alliance, one of your jobs is to introduce the guest speaker at the organization’s monthly meeting. To do this, you will create a new presentation from a theme template, and then reuse a slide with information about the speaker from a different presentation.

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1.** Click the **File tab,** and then click **New** to open the New Presentation window.

**2.** Click the **Ion template.** In the dialog box that appears, click the **purple sample** and then click **Create.**

**3.** In the Click to add title placeholder, type **Citywide Business Alliance.**

**4.** In the Click to add subtitle placeholder, type **Guest Speaker: Stephanie Bourne.**

**5.** On the Home tab, click the **arrow below the New Slide button** to open its menu, and then click **Reuse Slides.**

**6.** In the Reuse Slides task pane, click the **Browse drop down arrow,** and then **click Browse File.**

**7.** Navigate to the location where the sample files for this lesson are stored and open the **Bourne.pptx**presentation file.

**8.** In the Reuse Slides task pane, click **slide 1.** The slide is added to your new presentation. Close the **task pane.**

**9.** Click the **File tab,** and then click **Print.** Only print if instructed by your instructor. The Print controls appear in Backstage view.

**10.** Click the **Color drop down arrow**, and on the menu that appears, click **Grayscale.**

**11.** Click the **Full Page Slides drop down arrow**, and on the menu that appears, click **2 Slides under the Handouts section.**

**12.** Click **Print** to print the handout in grayscale mode. Only print if instructed by your instructor.

**13.** Click the **File tab** and click **Save As,** or click the **Save icon** on the Quick Access Toolbar. **Browse** to your **PPT**folder..

**14.** Open the **Save as type drop-down list** and click **PowerPoint 97-2003 Presentation.**

**15.** Select the **text in the File name box,** press **Delete,** and then type **Speaker.**

**16.** Click **Save.**

**17. CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 2-2: Advertise with Us**

As an account manager for The Phone Company, you are always trying to convince potential customers of the benefits of advertising in the local phone directory. A PowerPoint presentation can help you make your case. You need to create a presentation from a Word document that lists some reasons why businesses should purchase advertising space in your directory.

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1.** If you just started PowerPoint, press **Esc** and a new blank presentation appears automatically. If PowerPoint was already running and there is not a new blank presentation open, press **Ctrl + N** to start a new blank presentation.

**2.** Click in the **slide’s title placeholder,** and then type **Why Advertise with Us?.**

**3.** Click in the **subtitle placeholder,** and then type **The Phone Company.**

**4.** Click **outside the text placeholder** to deselect it.

**5.** On the Ribbon’s Home tab, click the **New Slide drop-down arrow.** At the bottom of the gallery of slide layouts, click **Slides from Outline.**

**6.** In the Insert Outline dialog box, locate and select the Microsoft Word document named **AdBenefits*.*** Click **Insert.** PowerPoint inserts five new slides using content from the outline.

**7.** Switch to **Slide Sorter view.** Drag **slide 5** to a new position between slides 1 and 2.

**8.** Click **slide 6,** and then press **Delete** to remove the slide from the presentation.

**9.** Switch to **Notes Page view,** and then go to **slide 1.**

**10.** Click in the **Notes pane below the slide,** and then type **Give the client a copy of the directory.**

**11.** Switch to **Normal view.**

**12.** On the Quick Access Toolbar, click the **Save icon.**

**13.** **Browse** your **PPT**folder.

**14.** Replace the default name in the File name box with **Benefits.**

**15.** Click **Save.** **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 2-3: Send People to Their Rooms**

You are an assistant marketing manager at Shelbourne, Ltd., which develops process control software for use in manufacturing. You are coordinating a set of panel discussions at the company’s annual sales and marketing meeting. At the start of the afternoon session, you must tell the groups which conference rooms to use for their discussions. To help deliver your message, you need to create a single-slide presentation that lists the panels’ room assignments. You can display the slide on a projection screen for reference while you announce the room assignments.

**1. CREATE** a new, blank presentation. It contains one slide by default.

**2.** Change the slide’s layout to **Title and Content.** In the slide’s title placeholder, type **Panel Discussions.**

**3.** In the second placeholder, type the following items, placing each item on its own line:

**Aligning with Partners, Room 104**

**Building Incentives, Room 101**

**Creating New Value, Room 102**

**Managing Expenses, Room 108**

**Opening New Markets, Room 112**

**Recapturing Lost Accounts, Room 107**

**Strengthening Client Relationships, Room 110**

**4.** In the Notes pane, type **Refreshments will be delivered to each room during the 3:00 pm break.**

**5.** Print **one copy** of the presentation.

**6. SAVE** the presentation as **RoomAssignments** in your **PPT** folder, then **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 2-4: Editorial Services**

You are the editorial director for Lucerne Publishing, a small publishing house that provides editorial services to other businesses. Your sales manager has asked you to prepare a simple presentation that lists the services offered by your editorial staff. You can create this presentation from an outline that was created earlier.

**1. CREATE** a new, blank presentation.

**2.** Type **Lucerne Publishing** in the title placeholder.

**3.** Type **Editorial Services** in the subtitle placeholder, and then click **outside the placeholder.**

**4.** Use the **Slides from Outline** command to locate the Microsoft Word document named **EditorialServices*,*** and then click **Insert.**

**5.** In the Outline pane, click **slide 6.**

**6.** Use the **Reuse Slides** command to locate and open the **AboutLucerne**presentation, and then add **slide 3 from** that presentation to the end of your new presentation as the final slide.

**7.** ~~Print~~ **~~one copy~~** ~~of the presentation in a layout that shows nine slides per page.~~

**8. SAVE** the presentation as **LucerneEditorialServices** in your **PPT** folder, and then **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 2-5: The Final Gallery Crawl**

As director of the Graphic Design Institute, you have volunteered to coordinate your city’s last-ever gallery crawl—an annual charity event that enables the public to visit several art galleries for one price. Fortunately, this year’s crawl is almost identical to last year’s event; so when you create a presentation for the local arts council, you can use last year’s presentation as the basis for a new one.

**1. OPEN** the file **GalleryCrawl*,*** and save it as **FinalGalleryCrawl*.***

**2.** In Slide Sorter view, switch the positions of **slides 6 and 7.**

**3.** In Normal view, reword the **subtitle of slide 1** to read **Our last ever**!

**4.** Print the presentation in **grayscale** using a 9-slides-per-page layout.

**5.** View the presentation from beginning to end in **Slide Show** view.

**6. SAVE** the presentation as **FinalGalleryCrawl** in your **PPT** folder, and then **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 2-6: The Final, Final Gallery Crawl**

Having just finished your presentation for the last-ever gallery crawl, you realize that one of the museum curators uses an older version of PowerPoint. You need to save a copy of the presentation so he can use it on his computer.

**1. OPEN FinalGalleryCrawl**from the data files for this lesson, or open the version you created in Project 2-5.

**2. SAVE** the presentation with the file name **CompatibleGalleryCrawl**in PowerPoint 97-2003 Presentation format in your **PPT** folder. **CLOSE** the file without making any other changes.

**EXIT** PowerPoint.