You have been asked to prepare a short presentation for your team leader giving information about the website.

Create a new presentation with 3 slides.

The master slide:

- 1. The master slide must have a white background.
- 2. In the top left corner of the master slide enter the text Hothouse Design Stationery Supplies in a black, 24 point, sans-serif font.
- 3. In the bottom left corner of the master slide place an automated slide number.
- 4. In the bottom right corner of the master slide place an image (from clipart, scanner, digital camera or elsewhere) of a pen or pencil as a logo.
- 5. In the top right corner of the master slide enter your name, Centre number and candidate number in a black, 12 point, sans-serif font.
- 6. Set the following styles for the presentation:

Heading: Red, 48 point, right aligned serif font. Subheading: Blue, centre aligned, 24 point serif font. Bulleted list: Pink, left aligned, 18 point sans-serif font. Use a bullet of your choice.

On the first slide:

7. Enter the heading **Progress on the website**

Make sure that this text does not overlap any of the items on the master slide.

8. Add the subheading Current status

Make sure that this text does not overlap any of the items on the master slide.

On the second slide:

9. Enter the heading Webpage N9Tape.htm

Make sure that this text does not overlap any of the items on the master slide.

- **10.** Enter the subheading **This webpage needs improving with:** Make sure that this text does not overlap any of the items on the master slide.
- 11. Add a bulleted list with two bullet points. The first bullet point will contain the text: **Consistent spacing between images.** The second bullet point should list the new hyperlink to the previous page. Make sure that these do not overlap any of the items on the master slide.
- 12. The bulleted list should have each bullet set to appear one at a time using the same animation effect.

No other elements on the slide should be animated.

On the third slide:

13. Enter the heading **Image for the glue webpage**

Make sure that this text does not overlap any of the items on the master slide.

14. Open one image in a suitable application package. Flip the image horizontally.

Place and resize the new image so that it fills most of the slide. Ensure that the aspect ratio is maintained.

Make sure that it does not overlap or cover anything placed on the master slide.