

Power Point 2015-2.

You have been asked to prepare a short presentation giving information about your excursion.
Create a new presentation with 3 slides.

The master slide:

1. The master slide must have a very light blue background.
2. In the top left corner of the master slide enter the text **School: Ruđer Bošković** in a green, 20 point, serif font.
3. In the bottom left corner of the master slide place today's date.
4. In the bottom right corner of the master slide place a logo of your school.
5. In the top right corner of the master slide enter your name, Centre number and candidate number in a red, 12 point, sans-serif font.
6. Set the following styles for the presentation:

Heading: Red, 48 point, centre aligned serif font.

Subheading: Dark Blue, left aligned, 32 point serif font.

Bulleted list: Pink, left aligned, 18 point sans-serif font.

✓ Use bullets like this one.

On the first slide:

7. Enter the heading **I2**
This heading should list the new hyperlink to your school's website.
Make sure that this text does not overlap any of the items on the master slide.
8. Add the subheading **May 2010**
Make sure that this text does not overlap any of the items on the master slide.
9. Add the following presenter notes to this slide:
Introduce yourself and your school.

On the second slide:

10. Enter the heading **Excursion**
Make sure that this text does not overlap any of the items on the master slide.
11. Enter the subheading **Included:**
Make sure that this text does not overlap any of the items on the master slide.
12. Add a bulleted list with three bullet points.
The first bullet point will contain the word: **Hotel**.
The second bullet point will contain the word: **Airplane**.
The third bullet point will contain the word: **Food**.
The first bullet point should list the new hyperlink to the previous page.
The third bullet point should list the new hyperlink to the last page.
Make sure that these do not overlap any of the items on the master slide.
13. 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:

14. Enter the heading **Contact**
Make sure that this text does not overlap any of the items on the master slide.
15. Place one image or Clip Art of a letter. Resize the new image so that it fills most of the slide. Ensure that the aspect ratio is maintained. It should list the new hyperlinks to your e-mail address
16. Add the following presenter notes to this slide:
Give your telephone number and e-mail address

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