

## **PPT19E1 - Practical Component Instructions**

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Complete the practical component by following these instructions. You will refer to your completed PowerPoint presentation as you answer the 40 questions of the online test. You will not submit or upload your completed PowerPoint presentation to myAOLCC.

Please return these instructions and your completed PowerPoint presentation to your Learning Coach once you have completed the online test.

Please note that these are general and not step-by-step instructions. In this practical component, you will use Microsoft PowerPoint 2019 to perform the following functions:

- Create a new presentation
- Apply a theme
- Change a slide layout
- Insert slides from another presentation
- Format text and lists
- Insert and format shapes
- Insert pictures
- Use Alt text
- Insert and format tables
- Select, format, and arrange objects
- Use animations
- Apply transitions
- View the presentation as a slide show

## Instructions

Create a new folder, titled, **My PowerPoint Exam Folder** in your personal folder. Save the files, **Testimonials.pptx** and **Wedding.jpg**, available on the *Practical Component* page, to the **My PowerPoint Exam Folder**.

Complete the following steps using any technique you wish.

1. Open a new blank presentation and save the file as **My Events.pptx** to your personal folder in the folder titled **My PowerPoint Exam Folder**.
2. Create the following four slides using the default layouts.

|         |                                                                                                                                                             |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Slide 1 | <div>Party Plus<br/>Event Planning Services</div>                                                                                                           |
| Slide 2 | <div>Our specialty:<ul style="list-style-type: none"><li>• Weddings</li><li>• Anniversaries</li><li>• Birthdays</li><li>• Special Occasions</li></ul></div> |

|                       |                                                                                                                                                                                                                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Slide 3</b></p> | <div data-bbox="410 231 1343 756"> <p>We offer:</p> <ul style="list-style-type: none"> <li>• Expert knowledge</li> <li>• Flexible and professional services</li> <li>• A wide range of packages to suit all needs and budgets</li> <li>• Big discounts on many services</li> </ul> </div> |
| <p><b>Slide 4</b></p> | <div data-bbox="410 819 1343 1344"> <p>About us:</p> <ul style="list-style-type: none"> <li>• Party Plus is an event planning company with over 15 years of experience in creating occasions that meet our clients' every expectation.</li> </ul> </div>                                  |

3. Add a fifth slide using the **Two Content** layout and include the following information:

## How we work:

- Approximately one hour
- Free of charge
- Getting to know you
- Finding out what you want
- Shortlist suppliers
- Arrange appointments
- Book and manage all suppliers
- Attend the event

4. Apply a theme of your choice to all slides and select the fourth variant for the theme that you have selected.
5. Change the layout of the Slide 5 from **Two Content** to **Comparison**, and make the following changes:
- Add the text, **Initial Consultation**, in the new text box on the left, and the text, **Services**, in the new text box on the right.
  - Increase the font size of the text, Initial Consultation, to 36, change the color to a theme color of your choice, and make it bold.
  - Change the bullets to Arrow Bullets and change the color of the bullets to a standard color of your choice.
  - Copy the formatting that you made to the left side of the slide to the content on the right side.
6. Move **Slide 4, About us**, to follow **Slide 1**.
7. Insert the four slides from the **Testimonials.pptx** file, that you downloaded to the My Exam Folder, at the end of **My Events.pptx**. Ensure keep source formatting is **NOT** selected.
- Change the variant on the four slides you copied over to the first variant. The slides that come before them should still have the fourth variant applied.

8. Change the layout for Slide 2, **About us**, to **Two Content**.

- insert the **Wedding.jpg** picture, that you downloaded to the My Exam Folder, into the empty placeholder.
- Apply a 4 ½ pt, Dark Red (Standard Colors) border to the photo.
- Format the text contained in the placeholder on the left as follows:
  - Remove the bullet.
  - Change the font color to Dark Red.
  - Change the font to Lucida Calligraphy. *Note: If you don't have this font, select a font of your choice.*
  - Change the font size to 24.

9. Create a new slide before the first Testimonial slide, using the **Title and Content** layout.

- Type the title, **This Year**.
- Create a table of 5 rows and 5 columns in the placeholder using the following data:  
(*Note: Your table formatting will likely be different.*)

|                   | Q1 | Q2 | Q3 | Q4 |
|-------------------|----|----|----|----|
| Weddings          | 6  | 15 | 2  | 10 |
| Anniversaries     | 9  | 4  | 2  | 6  |
| Birthdays         | 10 | 7  | 6  | 9  |
| Special Occasions | 8  | 6  | 3  | 16 |

- Apply the **Medium Style1 - Accent 4** table style.
- Change the width of the **Q1, Q2, Q3, and Q4** columns to **1"**.  
*Hint: To change the width of a column, select the column and then change the **Width** value in the **Cell Size** group on the **Table Tools Layout** tab.*
- Resize Column A to accommodate the data in full.

10. On the right side of the This Year slide, insert the bunch of balloons 3-D model found in the **Celebrations** category from **Online Sources**.



- Apply the **Turntable** animation found in the 3D section and set the animation to **Start With Previous** and have a **Slow** duration.

11. Create a new slide at the end of the presentation using a **Blank** layout.
  - Format the background with a solid fill using a theme color of your choice.
  - Insert a **Star: 7 Points** shape from the **Stars and Banners** group, and place it on the left side of the slide.
    - Adjust the height of the shape to **3.5" (9 cm)** and the width to **3.5" (9 cm)**.
    - Apply a shape style from the Presets section.
    - Type the text, **Dream**, into the shape, and format the text as **32 pt, Bold**.
    - Add the Alt Text, **Star shape with Dream text inside**.
  - Insert an **Arrow: Right** shape from the **Block Arrows** group to the right of the Dream star shape.
    - Adjust the height of the shape to **2" (5 cm)** and the width to **3.5" (9 cm)**.
    - Format the shape with a Colored Outline theme style of your choice.
    - Type the text, **Party Plus**, into the shape, and format the text as **32 pt, Bold**.
    - Add the Alt Text, **Arrow shape with Party Plus text inside**.
  - Duplicate the Dream star shape and paste it to the right of the Party Plus arrow.
    - Replace the text, **Dream**, with the text, **Realize**.
    - Add the Alt Text, **Star shape with Realize text inside**.
    - Apply the Spin animation from the Emphasis section to the Realize shape. Set the Timing **Duration** of the Effect Options to **1 seconds (Fast)**, and have the animation **Start With Previous**.
  - Select the three shapes and **middle align** and **horizontally distribute** them.
12. Apply the **Glitter** transition found in the **Exciting** section to all slides with a duration of **3 seconds**.
  - Set the slides except the last slide to advance after **1 second**.
  - Set the last slide to advance **On Mouse Click**.
13. Play the Slide Show.
14. Save your file.

Let your Learning Coach know once you have completed your practical component. Keep the presentation open on your desktop so that you will have the information available as you complete the online test.

Your Learning Coach will provide a code for you to access the online test.