PowerPoint Specialist

Level

Basic	Intermediate	Advanced

Project Title
How to Detail a Car

New Skills:

- ☑ Using WordArt
- ☑ Changing background colors
- ☑ Formatting text using an emboss effect (optional)
- ☑ Formatting an action button

APPROVED

The Office Specialist.com
The Microsoft Office Experts

PowerPoint Specialist
Project #: PPT-2

Customer Name: Jazz My Wheels	
Assigned to: You, the MS PowerPoint Specialist	
Project Title: How to Detail a Car	
Date: (current date, 20xx)	

Note: Prior to beginning this project, review the Company Overview provided on page 17.

Project Description

Jazz My Wheels is developing a curriculum for its staff. One of the support tools being created is a set of slide show presentations. A set of four slide shows will be developed as visual aids to support the classroom experience.

Your Job

As the Microsoft PowerPoint Specialist, you will design and develop the first slide show of the Basic Car Care series titled, "How to Detail Your Car." The job requires you to create eight slides, animation, a different background on the first slide, and an action button.

Tips and Strategies

1. Use one or two fonts, such as Arial or Helvetica, throughout the presentation.
2. Keep all of the headings (titles) the same point size on each slide.
3. For the body text on each slide, use a point size that can be easily read.
4. Use capital letters for the heading, but not for the body text.
5. Make no more than six statements per slide.
6. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.

2. Using Microsoft PowerPoint, create a new blank presentation.

3. Save the presentation as **Project PPT-2 How to Detail a Car** in the "PowerPoint Projects" folder within the "Jazz My Wheels Projects" folder.

4. On **slide 1**, include the following:

   • Change the background to black.

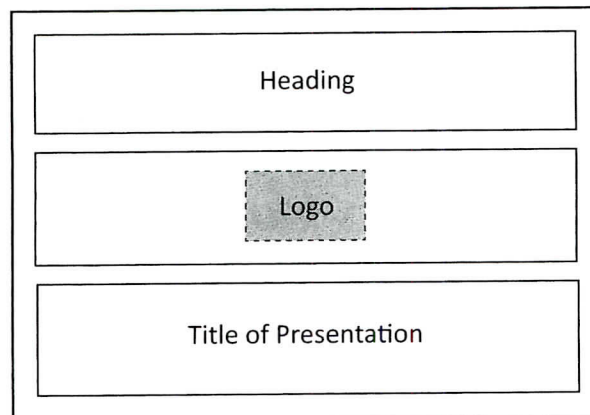   • In the heading text box, use WordArt to key the following introductory statement, center-aligned:

   BROUGHT TO YOU BY JAZZ MY WHEELS:

   • Insert the Jazz My Wheels logo from the "Logos" folder in the center of your slide. Resize the image so that it is in proportion with the other elements on the slide.

   • Below the logo, key the title of the presentation:

   How to Detail Your Car

   • Select Emboss as the Font Effect (optional) and choose font color white so that it can be seen on the black background as shown in **Figure PPT-2**.

Tip: Remember, you will be placing this on a black background, so the color and effect must be easy to read by the audience.

Heading
Logo
Title of Presentation

Instructions to the MS PowerPoint Specialist (Continued)

Figure PPT-2

Use this example as inspiration for your presentation.

Instructions to the MS PowerPoint Specialist (Continued)
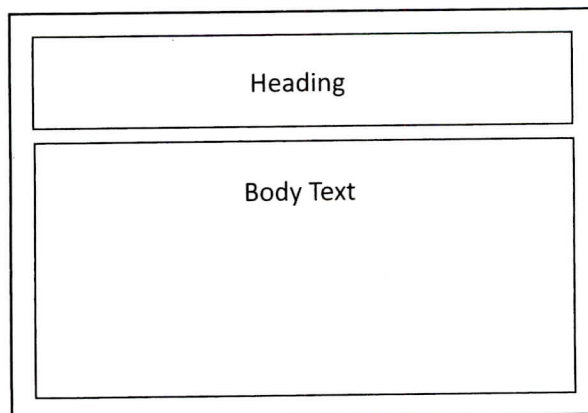
5. On **slide 2**, include the following:

- Select either a Design Template or a Color Scheme that best fits this type of presentation. Apply this choice to all remaining slides.
- In the heading text box, key the following title:

    TOOLS OF THE TRADE

- In the body text box, key the following content using bullets:
    - vacuum cleaner
    - variety of rags
    - various sizes of small brushes
    - plastic spray bottles

Heading
Body Text

Instructions to the MS PowerPoint Specialist (Continued)
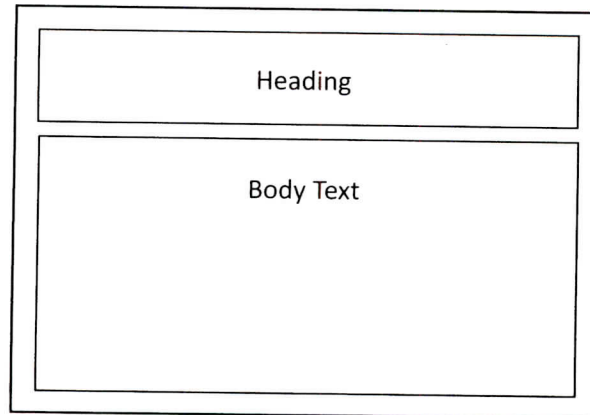
6. On **slide 3**, include the following:

   • In the heading text box, key the following title:

   <div align="center">CONTINUED</div>

   • In the body text box, key the following content using bullets:

   - canned air (used on computer keyboards)
   - upholstery or leather cleaner
   - carpet stain cleaner
   - all-purpose cleaner
   - surface protector for vinyl/leather surfaces

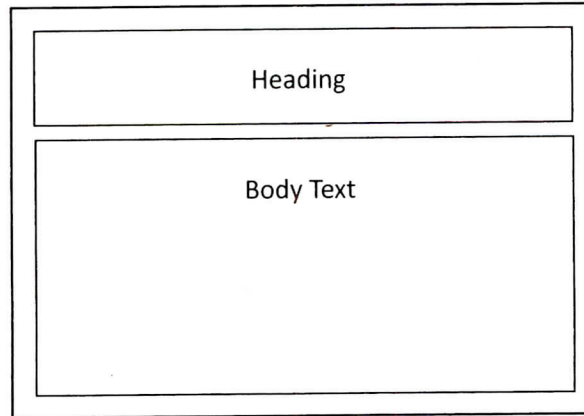 | Heading |
   |---------|
   | Body Text |

7. On **slide 4**, include the following:

   • In the heading text box, key the following title:

   <div align="center">DETAILING THE INTERIOR</div>

   • In the body text box, key the following content using bullets:

   - carpets—vacuum and remove stains
   - upholstery—vacuum and remove stains
   - door jams—clean metal and plastic
   - door interiors—clean surfaces and crevices

Instructions to the MS PowerPoint Specialist (Continued)

```
┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │        Heading        │  │
│  └───────────────────────┘  │
│  ┌───────────────────────┐  │
│  │                       │  │
│  │       Body Text       │  │
│  │                       │  │
│  │                       │  │
│  └───────────────────────┘  │
└─────────────────────────────┘
```
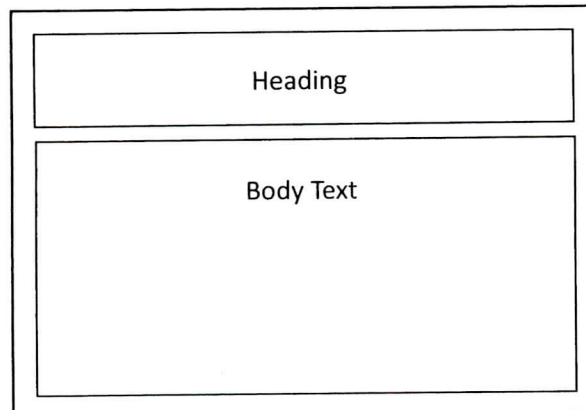
8. On **slide 5**, include the following:

- In the heading text box, key the following title:

CONTINUED

- In the body text box, key the following content using bullets:

  - inside windows—wipe clean, then dry
  - steering wheel and column—dust, dry, and use surface protectant
  - dashboard—clean with small brushes
  - center console—use detailing tools and a thick cloth

```
┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │        Heading        │  │
│  └───────────────────────┘  │
│  ┌───────────────────────┐  │
│  │                       │  │
│  │       Body Text       │  │
│  │                       │  │
│  │                       │  │
│  └───────────────────────┘  │
└─────────────────────────────┘
```

Instructions to the MS PowerPoint Specialist (Continued)
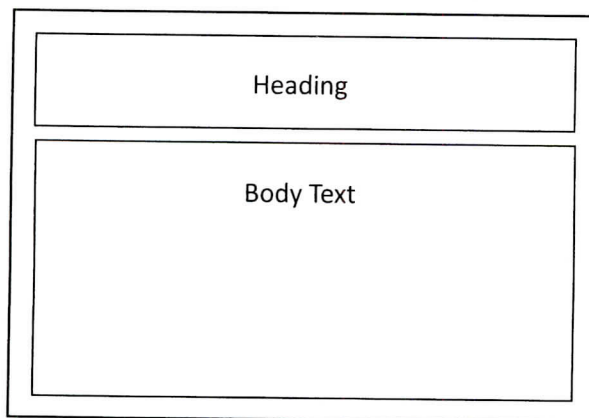
9. On **slide 6**, include the following:

- In the heading text box, key the following title:

<div align="center">DETAILING THE EXTERIOR</div>

- In the body text box, key the following content using bullets:

  - Start with the wheels--no detergent in solution
  - Change water and add car wash soap
  - Wash car with clean rags and soapy solution
  - If a rag becomes dirty, use a clean one
  - Use smaller brushes and tools around headlights
  - Rinse everything well with clean water

```
┌─────────────────────────────────┐
│  ┌───────────────────────────┐  │
│  │          Heading          │  │
│  ├───────────────────────────┤  │
│  │                           │  │
│  │         Body Text         │  │
│  │                           │  │
│  │                           │  │
│  └───────────────────────────┘  │
└─────────────────────────────────┘
```
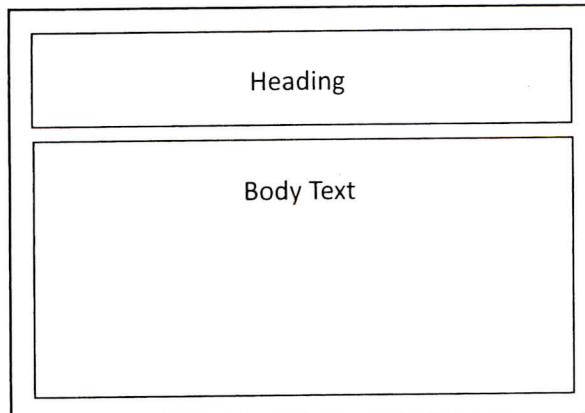
10. On **slide 7**, include the following:

- In the heading text box, key the following title:

<div align="center">CONTINUED</div>

- In the body text box, key the following content using bullets:

  - To dry the car, use only a chamois or cotton cloth
  - Blow away standing water with a hair dryer
  - Wax the car
  - After the wax dries, wipe away with a brush
  - Use a newspaper to clean the windows and mirrors

Instructions to the MS PowerPoint Specialist (Continued)

```
┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │        Heading        │  │
│  └───────────────────────┘  │
│  ┌───────────────────────┐  │
│  │                       │  │
│  │      Body Text        │  │
│  │                       │  │
│  │                       │  │
│  │                       │  │
│  └───────────────────────┘  │
└─────────────────────────────┘
```
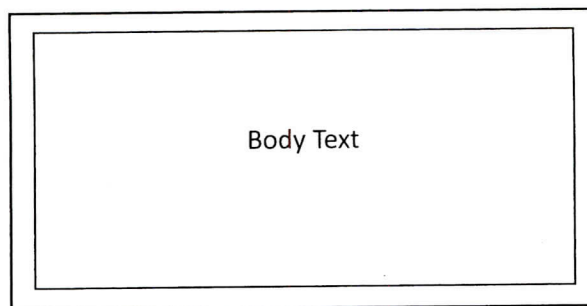
11. On **slide 8**, include the following:

   • Key the following text:

      This may seem like a lot of work, but it's a good idea to detail your car every few months. This will keep your car looking nice for many years.

      Plus, who doesn't love driving around in a fresh, spotless vehicle?

   • Insert an action button that will link back to slide 1.

   • Format the action button so that it coordinates with the other elements on this slide.

```
┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │                       │  │
│  │                       │  │
│  │      Body Text        │  │
│  │                       │  │
│  │                       │  │
│  └───────────────────────┘  │
└─────────────────────────────┘
```

12. Run the slide show and carefully proofread your work for accuracy, design, and format.

13. Resave the file.

14. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.

15. If required, present this presentation to your instructor and/or your class.