

Project #: PPT-4

## PowerPoint Specialist

Level

Basic

Intermediate

Advanced



Project Title

## Cleaning Demonstration

### New Skills:

- Creating a custom color scheme
- Using text wrap
- Using a numbered list
- Formatting a numbered list
- Formatting a bulleted list



The Office  
**Specialist**.com

The Microsoft Office Experts

Squeaky Clean

Lawn Enforcement

College Concierge

Lettuce-Do-Lunch

Jazz My Wheels

**PowerPoint Specialist**  
**Project #: PPT-4**

**Customer Name:** Squeaky Clean

**Assigned to:** You, the MS PowerPoint Specialist

**Project Title:** Cleaning Demonstration

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 15.

**Project Description**

Squeaky Clean has come up with a marketing idea to offer a presentation showing cleaning demonstrations to youth organizations in the area. Create a PowerPoint slide show for Squeaky Clean that provides a short presentation about their services. The audience will be youth organizations whose participants' mothers have complained that their kids are not motivated to do their chores. Squeaky Clean wants to offer some cleaning tips to get the results that will keep the moms happy and encourage the teens to willingly and efficiently do their chores.

**Your Job**

As the Microsoft PowerPoint Specialist, you will develop a slide show that is easy to follow, fun for the viewers, and appropriate for the subject matter. Use a background color, insert some action buttons, and add a lot of animation to keep the audience engaged. However, remember the rule about limiting the animation effects to two per slide. The content will be provided by Squeaky Clean.

**Tips and Strategies**

1. Use as many as three font styles for this slide show. Pick the primary font and use a limited amount of the third font selected. For example, if you are using a graphic and want to use a callout shape to suggest that the graphic character is speaking, that text would be a third and unique font.
2. Choose a font and color scheme that works well with the message being conveyed to the audience. To select a color scheme, on the Menu Bar, select Slide Show and then select Animation Schemes from the drop down box. Then click Color Schemes.

### Tips and Strategies (Continued)

3. For each slide, use a point size that can be easily read by the audience. Typically, the heading text is larger than the body text.
4. Read through all of the instructions before proceeding with the project.

### Instructions to the MS PowerPoint Specialist

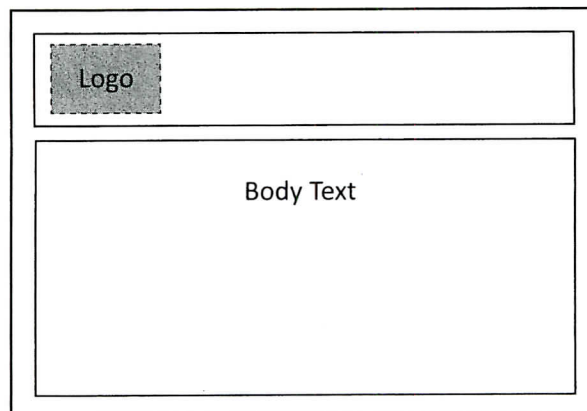
1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **PPT-4 Cleaning Demonstration** in the “PowerPoint Projects” folder within the “Squeaky Clean Projects” folder.



4. **On slide 1**, include the following:
  - Insert the Squeaky Clean logo from the “Logos” folder in the upper left-hand corner of your slide. Resize the image so that it is in proportion with the other elements on the slide.
  - In the body text box, key in the introductory content:

Today’s presentation is brought to you by:  
Squeaky Clean  
Our guest speaker is:  
Marie Whiteglove, Owner

She plans to share a few of her best-kept cleaning tips with demonstrations!
  - Create a custom color scheme and apply it to all slides in the presentation.



## Instructions to the MS PowerPoint Specialist (Continued)



5. On **slide 2**, include the following:

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

Welcome Everyone!

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

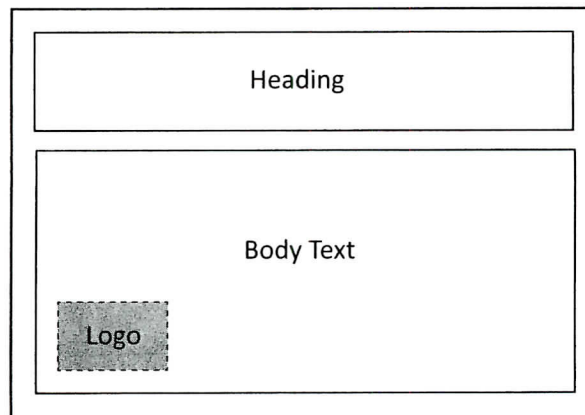
Well, we probably all have one thing in common,  
and that is we don't like to do CHORES!!

How do we deal with this, especially since they just won't go away?

With some special SECRETS I've discovered along the way...

- Insert the Squeaky Clean logo from the "Logos" folder in the lower left-hand corner. Resize the image so that it is in proportion with the other elements on the slide.

**Note:** The purpose for the logo being displayed on the first two slides is to help create a visual reminder of the company doing the presentation.



## Instructions to the MS PowerPoint Specialist (Continued)



6. On **slide 3**, include the following:

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

Why I Started Squeaky Clean

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

I had to do my chores whether I wanted to or not.

If I had to do them, I only wanted to do them once.

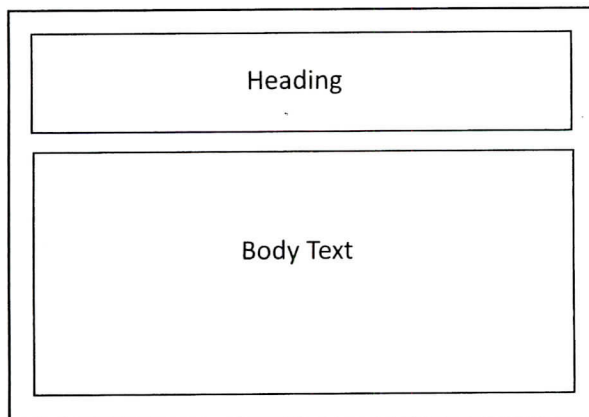
To do them once meant I had to learn how.

I asked myself, “Who do I know that seems to know what clean is?”

Yes, you are right, someone who seemed to like to clean—my Godmother!

**Note:** The text boxes can be adjusted to fit more text in one or the other boxes when more space for text is needed.

- Add custom animation to each text box.



## Instructions to the MS PowerPoint Specialist (Continued)



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

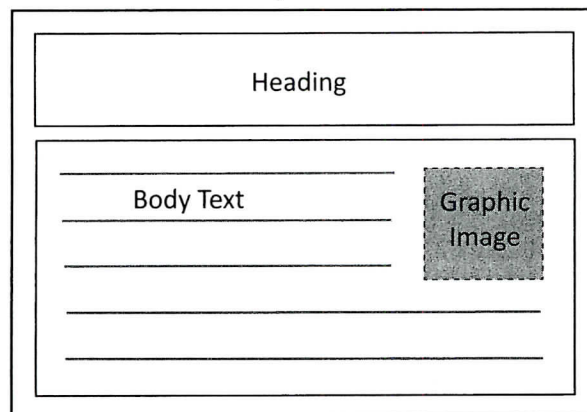
- In the heading text box, key the following title:

My Godmother's Advice

- In the body text box, use the numbering feature to key the following content:

- 1) Change my attitude
- 2) Make it fun—music & dance
- 3) Challenge myself
- 4) Regularly, learn something new
- 5) Ask for feedback and then praise
- 6) Share my experience with friends

- Format the numbered list with a parenthesis.
- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.
- Use the text wrap feature to wrap the text around the image.



## Instructions to the MS PowerPoint Specialist (Continued)



8. On **slide 5**, include the following:

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

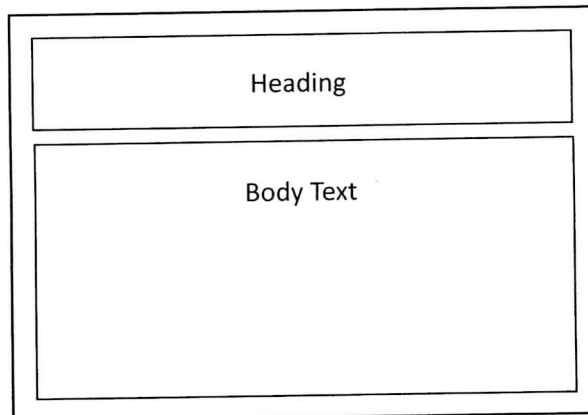
How My Cleaning Secrets Came To Be.

As I asked for help and/or feedback, the secrets came...

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

Use a canister vacuum with lots of horsepower because it is easy to move from place to place, but most of all because it has all those wonderful attachments that allow you to reach, bend low, and get corners and edges that carpet and furniture need attention to so regularly.

- Add custom animation that will allow the text to appear on the slide one line at a time.



## Instructions to the MS PowerPoint Specialist (Continued)



9. On **slide 6**, include the following:

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

Believe It or Not, Newspaper Works Wonders!

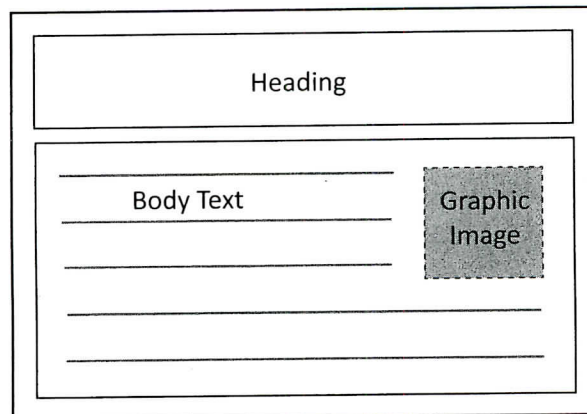
- In the body text box, key the following content:

With a water hose, a little soap and water, a squeegee, and crinkled up newspaper, you have the makings of the cleanest windows ever.

Who would have thought newspaper would do the trick? But it really works.

My Godmother's neighbor, who delivered newspapers as a boy, is the one who learned this little trick many years ago.

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide
- Use the text wrap feature to wrap the text around the image.
- Add custom animation that will allow the text to appear on the slide one line at a time.





## Instructions to the MS PowerPoint Specialist (Continued)



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

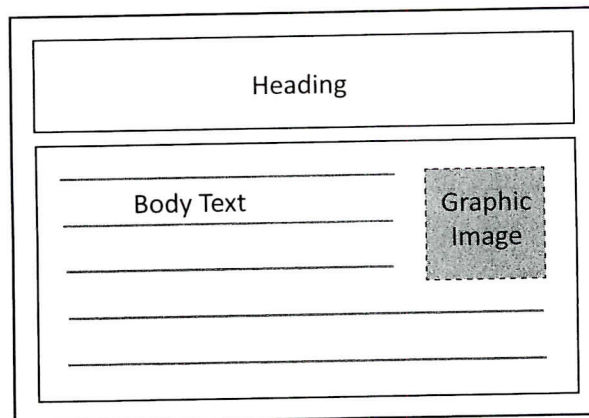
- In the heading text box, key the following title:

Help! My Walls Are All Dusty!

- In the body text box, use the numbering feature to key the following content:

Wow! Everything else is clean except the walls around us. What now?

1. With a long-handled dust mop and cloth, slide the mop up and down the walls and ceilings.
  2. If there are cobwebs, spray a little insect spray on the cloth to discourage them from coming back.
- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide
  - Use the text wrap feature to wrap the text around the image.
  - Add custom animation that will allow the text to appear on the slide one line at a time.

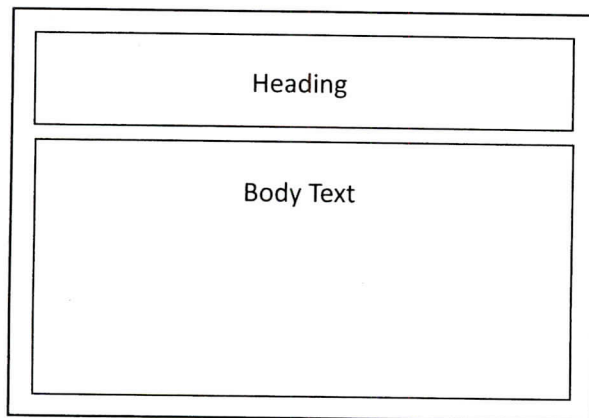


## Instructions to the MS PowerPoint Specialist (Continued)



11. On **slide 8**, include the following:

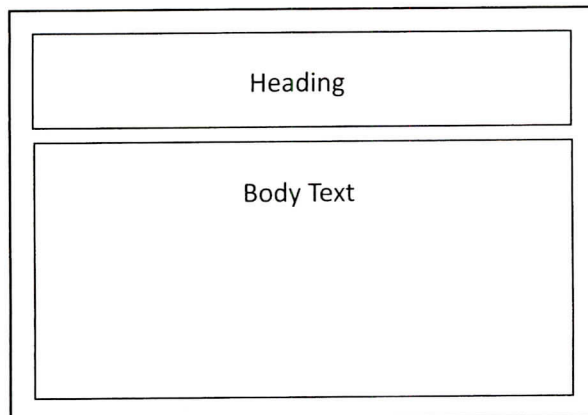
- In the heading text box, key the following title:  
What I Discovered
- In the body text box, key the following content using bullets:
  - I was getting pretty good with my chores.
  - I discovered I liked learning new methods to clean.
  - I really didn't dislike it as much as I thought I did!
  - I was getting a lot of praise, and that made me smile.
  - Most importantly, I had found a way to make some extra money!



12. On **slide 9**, include the following:

- In the heading text box, key the following title:  
Continued
- In the body text box, key the following content using bullets:
  - I started out offering to do my Godmother's house for a fee.
  - Next, the neighbor wanted my services.
  - Then, I decided to create a flyer and pass it around the neighborhood.
  - In two months, I had four clients a week.
  - I was 18, still in high school, and making more money than my friends!

## Instructions to the MS PowerPoint Specialist (Continued)



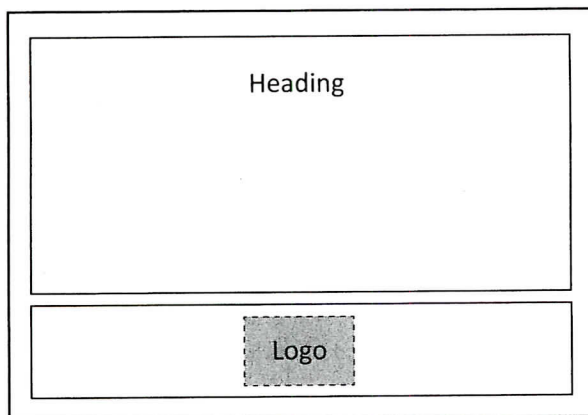
13. On **slide 10**, include the following:

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

Most importantly, I no longer complained about doing my chores, because I could experiment with new methods that I could then offer to my customers as a special service for an extra charge.

Anything is possible when you change your attitude and decide to have a little fun!

- Apply animation to this text.
- In the body text box, insert the Squeaky Clean logo from the "Logos" folder. Resize the image so that it is in proportion with the other elements on the slide.



### **Instructions to the MS PowerPoint Specialist (Continued)**

14. Run the slide show and carefully proofread your work for accuracy, design, and format.
15. Resave the file.
16. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
17. If required, present this presentation to your instructor and/or your class.