

Project #: PPT-7

## PowerPoint Specialist

Level

Basic

Intermediate

Advanced



Project Title

## Textbook Review

### New Skills:

- Creating a slide master
- Using a gradient background



The Office  
**Specialist.com**  
The Microsoft Office Experts

Jazz My Wheels

Squeaky Clean

College Concierge

Lettuce-Do-Lunch

Lawn Enforcement

**PowerPoint Specialist**  
**Project #: PPT-7**

**Customer Name:** Jazz My Wheels

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

**Project Title:** Textbook Review

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

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

**Project Description**

Jazz My Wheels' proposal to offer a car restoration class at the local tech school has been accepted. The instructors need to choose a good book that participants should read before class begins. They have spent time reviewing book options and are ready to propose their recommendation. They've decided to create a slide show to show the owner and the education leaders at the tech school.

**Your Job**

As the Microsoft PowerPoint Specialist, you will first create a slide master because the client anticipates adding slides to this presentation from time to time. With the slide master, you will be able to easily add more slides by just adding content to the existing slide master. You will not need to create a new design for them if you have the slide master saved.

The client will provide the content. They would like a limited amount of graphics to be used. However, they do want the slides to have a colorful background.

**Tips and Strategies**

1. Use no more than two font styles throughout the presentation.
2. If changes are needed in the design phase, know that the slide master will allow you to make a global change.
3. Keep all of the headings (titles) the same font and point size; consistency is important.
4. The presentation should be easy to follow.

### Tips and Strategies (Continued)

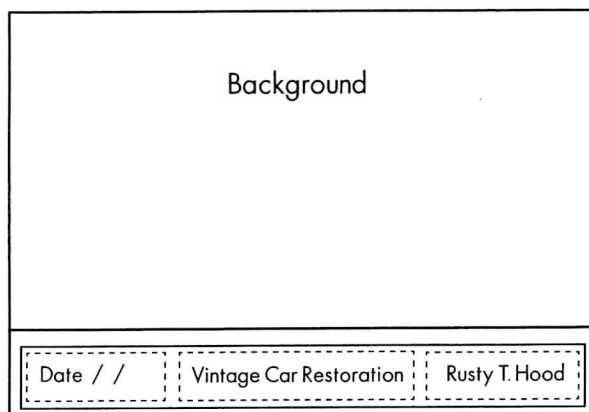
5. Unless otherwise noted, the layout, design, point size(s), and style(s) for this project will be left for you to decide.
6. Read through all of the instructions before proceeding with the project.

### 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-7 Textbook Review** in the “PowerPoint Projects” folder within the “Jazz My Wheels Projects” folder.



4. Create a slide master and include the following:
  - Apply a gradient background.
  - Draw a horizontal line approximately one inch from the bottom of the slide.
  - Left-align the date, center-align the title of the book, and right-align the author’s name.



## Instructions to the MS PowerPoint Specialist (Continued)



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

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

THIS PRESENTATION IS A REVIEW OF THE BOOK  
RECOMMENDED BY THE INSTRUCTORS

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

Review Presented by:  
Jazz My Wheels Instructors

Heading			
BodyText			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;">Date / /</td> <td style="text-align: center; padding: 2px;">Vintage Car Restoration</td> <td style="text-align: center; padding: 2px;">Rusty T. Hood</td> </tr> </table>	Date / /	Vintage Car Restoration	Rusty T. Hood
Date / /	Vintage Car Restoration	Rusty T. Hood	



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

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

VINTAGE CAR RESTORATION

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

Copyright 2011

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

Car Enthusiast Publishing,  
3<sup>rd</sup> edition.  
Seattle, Washington. 2004, 357 pages.

## Instructions to the MS PowerPoint Specialist (Continued)

Heading		
BodyText		
BodyText		
Date / /	Vintage Car Restoration	Rusty T. Hood



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

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

INTRODUCTION

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

Chapter 1: Things You Need

Chapter 2: Before You Begin

Chapter 3: Types of Cars to Restore

Chapter 4: Interior Restoration

Chapter 5: Body Restoration

Heading		
BodyText		
Date / /	Vintage Car Restoration	Rusty T. Hood

## Instructions to the MS PowerPoint Specialist (Continued)



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

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

THE MAIN THEME

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

- **Describe the purpose of the book:** This is the perfect book to learn which steps to take when restoring a classic car, as well as practical tips about the restoration process.
- **Describe the argument or theme of the book:** Does restoring a car seem too daunting a task to think about? This book will teach you how to go about this project in an easy step-by-step process.

Heading		
BodyText		
Date / /	Vintage Car Restoration	Rusty T. Hood

## Instructions to the MS PowerPoint Specialist (Continued)



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

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

BOOK SUMMARY

- In the body text box, key the following content using bullets:
  - **Describe the key points:** Learn the difference between repair and restoration, and learn how to do it yourself.
  - **Why this book:** This book will not only teach you the different types of classic cars, but what you need to do to restore the car, where to look for parts, and where you can display your car after it has been properly restored.
  - **Closing argument:** If you are looking for the best practical tips on classic car restoration, this is the book. It has it all.

Heading		
BodyText		
Date / /	Vintage Car Restoration	Rusty T. Hood

## Instructions to the MS PowerPoint Specialist (Continued)



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

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

STRENGTHS AND WEAKNESSES

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

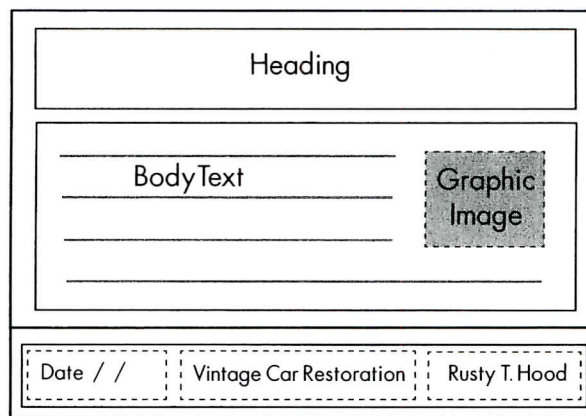
Strengths:

- Very complete list of topics
- Easy progression of material to read

Weaknesses:

- A little over-priced
- Quite a few pages to complete prior to the class beginning

- 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.



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