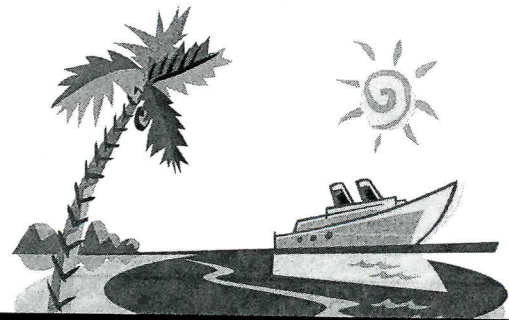


Planning Your Dream Vacation



OBJECTIVE:

To create a PowerPoint presentation that describes the details of planning your own dream vacation

New Skills Reinforced:

In this activity, you will practice how to:

1. use a graphic as a background.
2. insert a table.
3. format a table.



PROJECT SCENARIO:

Imagine it is the last semester of school, and summer is just around the corner. Your parents have given you permission to plan a vacation. However, they want to see all of the details of the trip before deciding on a location. After researching the destination, travel plans, meals, entertainment, hotels and expenses, you will create a PowerPoint presentation about the dream vacation you have planned. Assume your audience does not know much about your chosen destination.



STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. The presentation should be accurate, informative, and exciting to keep your audience interested.
2. Find graphic images that are appealing and entice your audience to really want to go to your chosen destination.
3. Use a font (typeface) that captures the atmosphere of the vacation spot featured in your presentation.



BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.
2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.
3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.



Project 6: Planning Your Dream Vacation



INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 6 – VACATION**.

3. Edit **slide 1**.



Using separate text boxes, key the text as shown.



Insert a photo image of your vacation spot as a background image. If photo is not available, use equivalent clipart image.

Place text box 2 in the bottom right corner.

Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	[The name of the vacation spot you have selected.]
2	Presented by: [Your name] [Project number and title] [Current date]

4. Insert **slide 2**.



Using separate text boxes, key the text as shown.



Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.


Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.


1	Climate of [the vacation spot]
2	[Compose two to three sentences to include the following information: -The average temperature of the vacation spot during the time of year you will be visiting. -Typical weather conditions of the vacation spot during the time of year you will be visiting.]



Project 6: Planning Your Dream Vacation

5. Insert **slide 3**.

 Using separate text boxes, key the text as shown.


 Insert a graphic image of a map of your vacation spot.


Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	How to get to [vacation spot]
2	[Include a three to five sentence paragraph that includes the following information: -The means of transportation you will use to reach your destination. -The distance from your hometown to your destination. -The estimated time to reach your destination. -The total transportation costs to reach your destination.]

6. Insert **slide 4**.

 Using separate text boxes, key the text as shown.

 Insert a photo image of each hotel above each corresponding hotel name. If photos are not available, use equivalent clipart images.

Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.


Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.


1	Hotels in [vacation spot]
2	[Include the following information about the first hotel you are featuring: -The name of the hotel at your vacation spot. -The cost of the hotel per night. -A list of amenities available. For example, heated pool, fitness center, tennis courts, etc.]
3	[Include the following information about the second hotel you are featuring: -The name of the hotel at your vacation spot. -The cost of the hotel per night. -A list of amenities available; for example, heated pool, fitness center, tennis courts, etc.]



Project 6: Planning Your Dream Vacation

7. Insert **slide 5**.


 Using separate text boxes, key the text as shown.


-  Insert a photo image of the main attraction. If photo is not available, use equivalent clipart image.
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
[The title of one main attraction you will visit]

2
[Compose a three to five sentence summary paragraph that describes the main attraction.]

8. Insert **slide 6**.

 Using separate text boxes, key the text as shown.

-  Insert a photo image of each restaurant in column 4 of the table. If photos are not available, use equivalent clipart images.
- Resize the text, graphics, rows, and columns to fit proportionately on the slide.
- Shade the first row of the table to emphasize the column headings.
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
Food & Dining at [your vacation spot]

2
[Insert a 4-column by 5-row table as shown in Figure 6-1. Key the column headings and complete the data required for the remaining cells.]



FIGURE 6-1

Restaurant Name	Address	Type of Food	Photo Image







Project 6: Planning Your Dream Vacation

9. Insert **slide 7**.

-  Using separate text boxes, key the text as shown.
-  Format the list using custom bullets.
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	What to Pack for [your vacation spot]
2	[Include a list of a minimum of ten items that a person would need if visiting this vacation spot.]

10. Insert **slide 8**.

-  Using separate text boxes, key the text as shown.
-  Insert a minimum of six photos that best illustrate your vacation spot. Choose images that will get your audience excited about the vacation spot.
- Resize the images so that they all fit proportionately on the slide.
-  Add a photo caption below each image.
- Arrange the photos and captions into a collage format.
-  Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Feature Photos From [your vacation spot]
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11. Resave the presentation.

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

13. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

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