

PowerPoint Review2

Directions: Follow the instructions below to create a PowerPoint presentation.

1. Create a new blank presentation.
2. Add 6 slides that match the outline view seen below.
3. Add a notes/ handouts header containing your name and period.
4. Change the font on slide 3 to MS Mincho
5. Print one copy of the **Outline** of your slideshow.
6. Change slide 5 to a ‘title and chart’ slide (see example).
 - a. Example for slide 5 and DataSheet



Presentation1 - Datasheet					
		A	B	C	D
		1999	2000	2001	2002
1	Share Prices (by dollar)	1.05	3.78	5.22	7.25
2					
3					
4					

7. Change slide 6 to a ‘title, clip art and text’ slide. Add a relevant clip art.
8. Add a slide footer containing the date and your name.
9. Delete slide three, titled “ Why should you invest in Suzi’s Ice Cream Shop?”
10. Add the design template called “Studio” to your slideshow.
11. Change the title of slide 2 from “Locations” to “Many Convenient Locations”.
12. Move slide 5 so that it is the second slide.
13. Print one copy of the **Handouts** for your slideshow with 6 slides per page.
14. Staple the pages with the Outline page in front and hand both printed pages in.

1 Suzi’s Ice Cream Shop

- Investment Opportunities
- Products, Inc.

2 Locations

- Reno, NV
- Las Vegas, NV
- Carson City, NV
 - South 395
 - North 395
- Dayton, NV

3 Why should you invest in Suzi’s Ice Cream Shop?

4 Investment Return

- Shares rises, on average, \$2.00 per year
- Shareholders get votes on the board
- Shareholders get store benefits and discounts

5 Suzi’s Stock Over the last 5 Years

6 Goodbye from Suzi’s

- Buy your stock now!
- Come get ice cream at discounts!