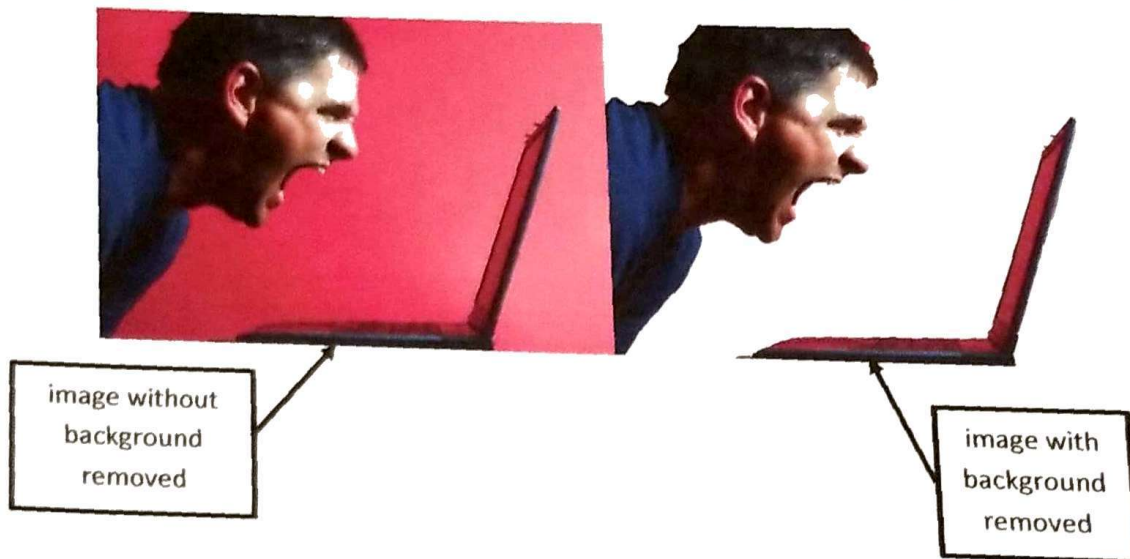


- Apply the Title Slide layout to the first (title) slide in your presentation
- For the ten (or more) content slides, use a combination of at least three different slide layouts (not including the Title Slide layout) for your content. All presentation content should be added to the existing placeholders in the slides – blank slides should not be used.
- Choose an appropriate Theme (from the Design tab) for this presentation. Do not use the default Office Theme
- Use the tools on the Design tab in PowerPoint to change the Theme Colors and Theme Fonts in the presentation from the defaults
- Display and use the Slide Master (use the VIEW tab) to change the default bullet style for the master slide and conform the bullets change for the entire presentation
- Format all images in your presentation with an appropriate Picture Style. *Also*, add a Picture Border to the image
- Insert an additional clipart image (be sure to use clipart and not a picture from a file on your hard disk) that applies to the content of your presentation. Use the Remove Background tool to remove the background elements of the clipart, and only display what's in the foreground. Please note that you may have to use the tools on the Background Removal tab (which will show when you select the image and enable the Remove Background tool) to perfect the background removal. The background cannot be removed from all clipart; you should insert a photograph from the Clipart gallery instead of an illustration, so that you will be able to remove the background. An example (which you cannot use in your project) is shown here:



- Copy and paste information from your Microsoft Word Lab Assignment document into the Notes Pane in PowerPoint that will help you explain each slide (as if you were to present it). All content slides should have related information from your Microsoft Word Lab Assignment in the Notes Pane
- Include the slide number and presentation title (*hint: insert the presentation title as the Footer*) on every slide but the title slide