



Student Name:

Student ID:

Username:



PowerPoint 2021 In Practice - Ch 3 Independent Project 3-5

Independent Project 3-5

For the third training session for new hires on presenting effectively, Davon Washington, management consultant at Solution Seekers, Inc., is preparing guidelines for delivering a presentation with projection equipment. For this project, you finish the presentation that Davon has prepared.

[Student Learning Outcomes 3.1, 3.2, 3.4, 3.7, 3.6]

File Needed: **PresentationDelivery-03.pptx** (Available from the Start File link.)

Completed Project File Name: **[your name]-PresentationDelivery-03.pptx**

Skills Covered in This Project

- Apply a background picture fill.
- Apply animation and effect options.
- Create and print notes pages.
- Hide and reveal slides.
- Add captions.
- Rehearse with *Presenter Coach*.
- Use *Presenter View*.
- Use ink annotation pens.

Steps to complete This Project

Mark the steps as checked when you complete them.

1. ☐ Open the presentation **PresentationDelivery-03** downloaded from the *Start File* link. Click the Enable Editing button in the Message Bar.
2. ☐ The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor.
3. ☐ Apply the **Fade** transition with the **Smoothly** effect option. Change the *Duration* to **01.00**. Click **Apply To All**.
4. ☐ Apply animation on five slides and change effect options, start, and duration settings as listed in [Table 3-12](#). Several settings in the table will not require changing because they appear by default.



Table 3-12

Slide	Object	Animation Effect	Effect Options	Start	Duration
2	Text “You get only one...”	Bounce (Entrance)	As One Object	After Previous	02:00
5	Butterfly Image	Grow & Turn (Entrance)	None	After Previous	02:00
7	Graphic	Wipe (Entrance)	From Left	After Previous	02:50
11	Text “Make it memorable”	Bounce (Entrance)	As One Object	After Previous	02:00

12	Success Shape	Grow/Shrink (Emphasis)	Both, Larger, As One Object	After Previous	02:50
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5. Prepare speaker notes on two slides. In the notes for slide 9, apply bullets to five items as shown ([Figure 3-100](#)).

a. ☐ Slide 2:

- ☐ Never underestimate the importance of a first impression
- ☐ If possible, welcome people as they arrive for your presentation

b. ☐ Slide 9:

- ☐ Be careful with how you use humor
 - ☐ Use humor only if it is appropriate
 - ☐ Avoid jokes—you could unintentionally offend someone
- ☐ Humor works best when it fits the presentation and seems natural
 - ☐ Break the ice
 - ☐ Be yourself; be real
 - ☐ Make your audience feel comfortable
- ☐ Choose stories or examples from your own experience

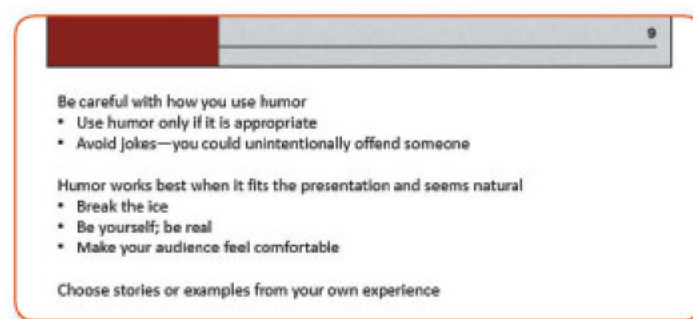


Figure 3-100 Speaker notes with bullets and indents

6. ☐ Print notes pages for slides 5, 6, and 7. **IMPORTANT:** Complete this step only if directed to do so by your instructor.

7. ☐ Hide slide 8.

8. Review the presentation to check transitions and animations.

- a. ☐ Select the *Transitions* tab and deselect **On Mouse Click**.
- b. ☐ Change *After* to **00:03:00** seconds.
- c. ☐ Click **Apply To All**.
- d. ☐ Start your slide show from the beginning and review all slide movements.

9. Add captions below slides as you practice using *Presenter Coach*. (Skip this step if you do not have a microphone or the ability to record sound on your computer.)

- a. ☐ Deselect **Use Timings** so you can advance through the slides at your own pace.
- b. ☐ Select **Always Use Subtitles**.
- c. ☐ Select slide 1 and click the **Rehearse with Coach** button. Click **Start Rehearsing** to begin.
- d. ☐ Speak clearly as you discuss the content in your presentation.
- e. ☐ Press **J** to toggle the *Subtitles* off and on.
- f. ☐ Review your *Rehearsal Report* when you have finished your presentation.

10. Use *Presenter View* to review your presentation.

- a. ☐ Deselect **Use Timings** if you did not complete step 9.
- b. ☐ Click the **Presenter View** button.
- c. ☐ Begin the presentation. If you have one monitor, right-click and select **Show Presenter View**.
 - ☐ If you completed step 9, **Subtitles** are still selected and will display at the bottom of your slide in *Presenter View*.
 - ☐ Press **J** to toggle the *Subtitles* off and on.
- d. ☐ Navigate through the slides using the **Next** or **Previous** slide buttons.
- e. ☐ Click the **thumbnails** at the bottom of the screen to move to different slides.

11. Use *Presenter View* to add annotations on the following slides using the **Pen** with **Blue** ink. If you are not satisfied with your markings, then use the **Eraser** to remove them and try again.

- a. ☐ Slide 2: Circle the words “**Be professional.**”
- b. ☐ Slide 4: Draw a rectangle around the words “**Eye Contact**” and “**Smile**” ([Figure 3-101](#)).
- c. ☐ Slide 7: Circle the words “**Avoid monotone.**”
- d. ☐ Slide 10: Circle “**End on time.**”
- e. ☐ Click **Keep** at the end of the presentation to save annotations.

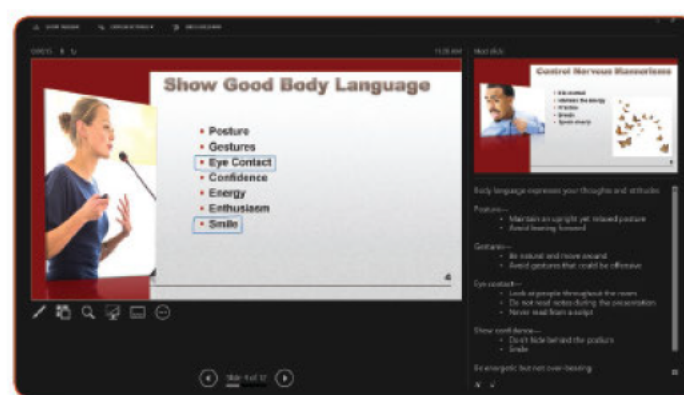


Figure 3 101 *Presenter View* showing ink annotations



Figure 3-102 PowerPoint 3-5 completed

Photo Source: Purestock/SuperStock, light poet/Shutterstock, Ned Frisk/Blend Images LLC, Lisa Thornberg/E+/Getty Images, Brian A Jackson/Shutterstock, Shutterstock, Jose Luis Pelaez Inc/Blend Images LLC, Photoography/Shutterstock

13. ☐ Upload and save your project file.

14. ☐ Submit file for grading.

