

■ Activity

1. Open the PowerPoint presentation titled **Chap6-Exercise4-Revised**.
2. Look at Slide 1. Go to **Slide 2** and add the content from **Slide 1**. This means to **add a title** to the slide, **add a design**, **ungroup the shape** and **recolor** it, and **add the text** to the shape in the correct hierarchy. This is an example of enhancing a slide with visuals and making sure there are no more than three text slides in a row.
3. Now go to **Slide 3**. Review the text. Go to **Slide 4** and enhance the slide by using shapes (rectangles and arrows) to show flow of process, and text boxes to contain information from Slide 3.
4. Go to **Slide 5** and review the text. Using the information from Slide 5 create an enhanced **Slide 6** using rectangles, curved arrows, and WordArt to show how each concept builds on the previous concept.
5. Go to **Slide 7** and review the text. Using the information in Slide 7 create enhanced slides (**Slides 8 and 9**).
6. Save the presentation as **Chap6-Exercise4-LastName**.