

### Project 2-4: The Presentation

Here you'll run a slide show and experiment with the Presenter View interface.

1. Open the project file 2-4-source. Save your document as `project_2-4_presentation`.
2. Add optional transitions between slides; use the delay/duration controls to alter the dynamics of the transitions.
3. Run the presentation in Presenter View (Alt+F5). Experiment with resizing panes and toggling screen elements like the Windows taskbar. Experiment too with ink annotations (the Pen tool); if you make pen marks on the slides, elect to keep them when you close your presentation.
4. Save and close your document, and quit PowerPoint.

## Mastery Assessment

### Project 2-5: Matching Interface to Workflow

Here you'll use custom Ribbon tabs to streamline your PowerPoint workflow.

1. Create a new blank document (no need to save).
2. Create a single custom Ribbon tab called Tweaks.
3. Add commands to the new tab to quickly do the following repetitive tasks:
  - Create a new file
  - Select a Theme
  - Modify the header
  - Add a new slide
  - Insert an online image
  - Run the slide show in Presenter View
  - Save the document
4. Close your document.

### Project 2-6: Putting It All Together

The final exercise asks you to quickly assemble a presentation to order.

1. Create a new blank presentation called `project_2-6_final`.
2. Craft a "marketing presentation" with four slides:
  - Title/creator/date, snazzy image
  - Good news re: recent sales
    - o add sales figure chart from online image search
    - o Fade transition to...
  - Future challenges
    - o animated bulleted list of new markets
    - o image that suggests "look out for challenges!"
  - Request for audience questions; speaker contact information
3. Run through the presentation in Presenter View and save your document.