## Challenge Exercise

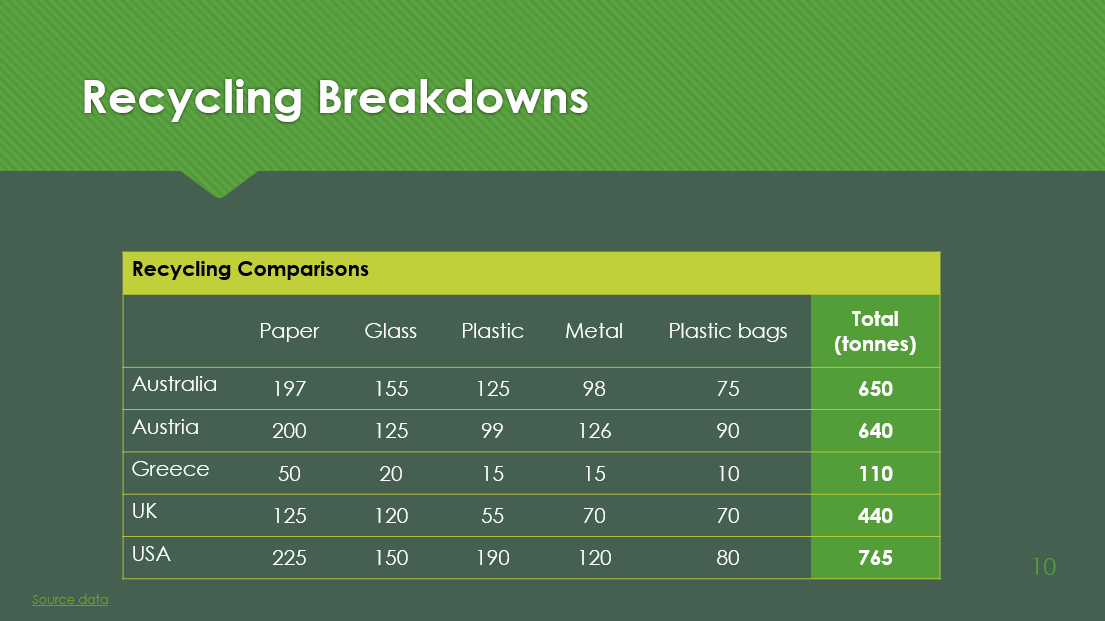
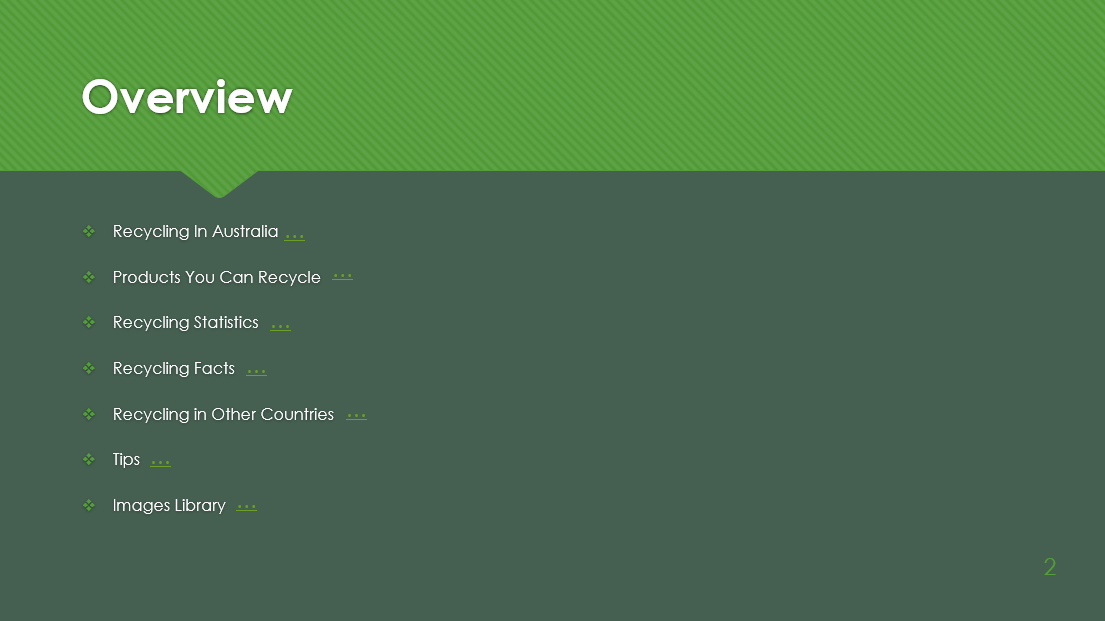
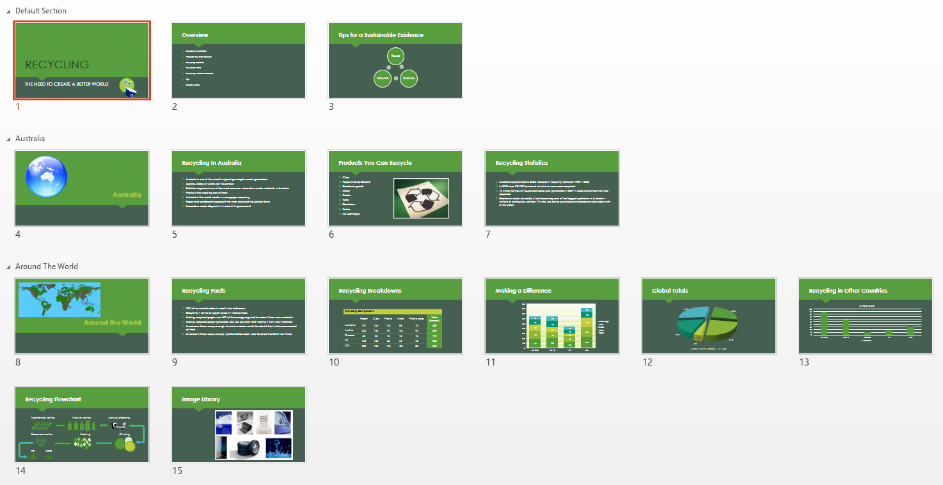
Preparing For Presentations

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| --- | --- | --- |
| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Preparing For Presentations… |  |
|  | Open the presentation ***PE\_Preparing For Presentations.pptx*** (it can be found in the same folder as the student files) | ⬜ |
|  | In ***Slide Sorter*** view, create two sections – one titled ***Australia*** positioned between slides ***2*** and ***3*** and one titled ***Around The World*** positioned between slides ***6*** and ***7*** | ⬜ |
|  | In ***Slide Sorter*** view, move slide ***13*** (*Tips for a Sustainable Future*) to position it between slides ***2*** and ***3*** | ⬜ |
|  | Reuse the ***Recycling Flowchart*** slide from the presentation ***Recycling FlowChart.pptx*** and position it between slides ***13*** (*Recycling in Other* Countries) and ***14*** (*Image Library*)  *Your presentation should appear (in Slide Sorter view) as shown in sample A on the next page…* | ⬜ |
|  | Add a speaker note to slide ***14*** (*Recycling Flowchart*) that reads: **This generalised overview depicts the recycling process applied to plastic bottles.** Add a speaker note to slide ***11*** (*Making a Difference*) that reads: **The graph depicts the annual output in tonnes.** | ⬜ |
|  | Ensure both slide numbering and page numbering is on for all slides, then remove slide numbering for the first slide and the title slides (***4*** and ***8***) | ⬜ |
|  | On slide ***2*** (*Overview*) create an internal hyperlink to the right of the text ***Recycling in Australia***. Use the label ***…*** for the hyperlink and link it to the slide of the same name. Copy this hyperlink to each bullet point, then ***Edit*** each hyperlink to point to the respective slide  *Slide 2 should appear as shown in sample B on the next page…* | ⬜ |
|  | On slide ***10***, insert a hyperlink in the bottom left corner. Use the label ***Source data*** and make it ***11pt*** as shown in sample *C* on the next page. Link the hyperlink to the file ***Recycling Data.xlsx***. Run the slide show and test your hyperlinks | ⬜ |
|  | Use the ***Save As*** command to save the presentation as ***PE\_Preparing For Presentations (Completed).pptx*** | ⬜ |

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| --- | --- |
| **Files required for exercise:** | *PE\_Preparing For Presentations.pptx, Recycling Data.xlsx, Recycling FlowChart.pptx* |
| **Files/work created by student:** | *PE\_Preparing For Presentations (Completed).pptx* |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Sample

Preparing For Presentations



**A**

**B**

**C**