## Challenge Exercise

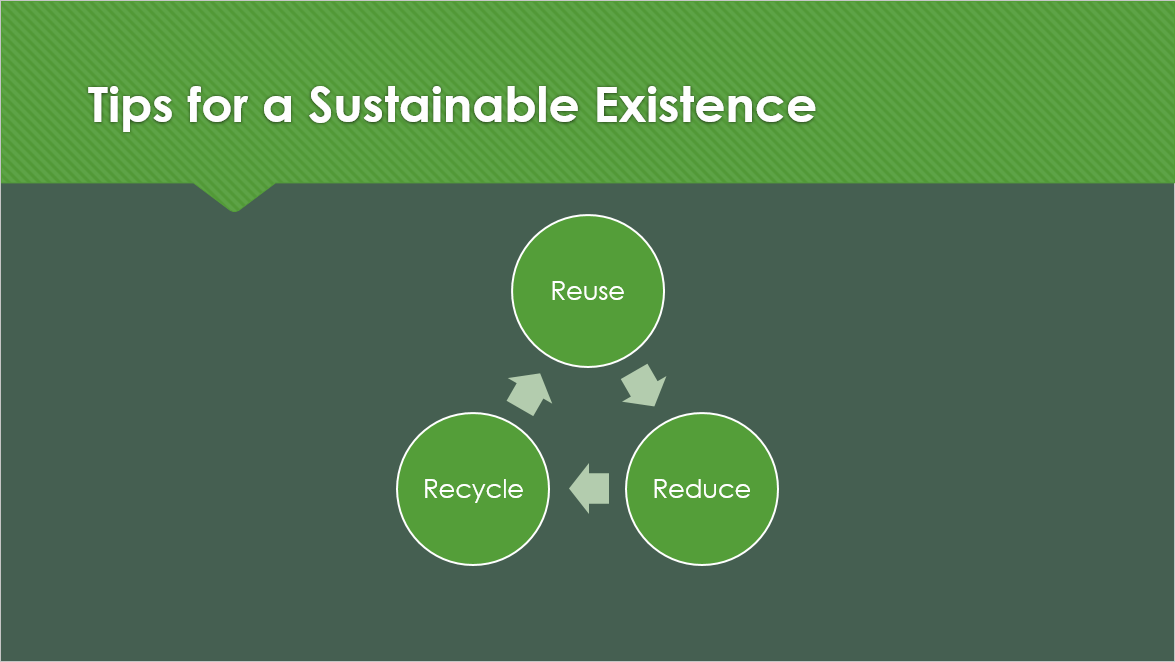
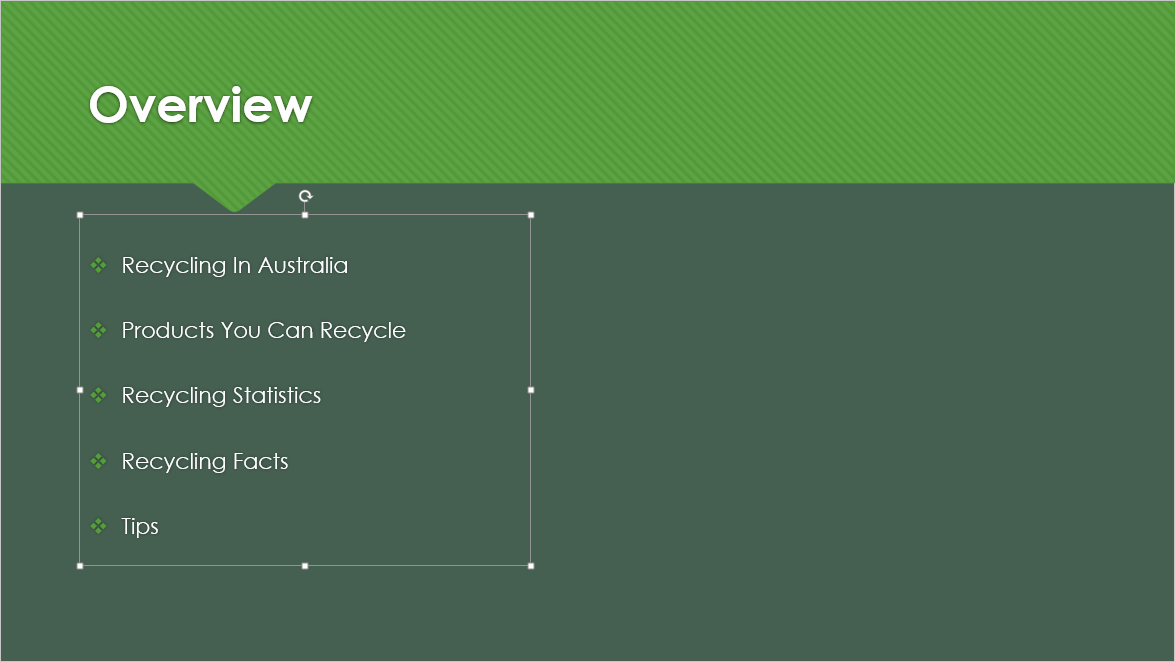
Working With Text

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| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Working With Text… |  |
|  | Open the presentation ***PE\_Working With Text.pptx*** (it can be found in the same folder as the student files) | ⬜ |
|  | Use the ***Spelling*** tool to run a spell check of the presentation. Correct the errors as you see fit  *Hint: if the correct spelling option is not offered, simply correct the word in the presentation, then click on [Resume]…* | ⬜ |
|  | On slide ***10***, edit the heading to read ***Tips for a Sustainable Existence*** | ⬜ |
|  | On slide ***1***, use the tools in the ***Font*** group to change the heading to uppercase, ***80pt*** and remove the bold format. Change the font colour to ***Green, Accent 1, Darker 50%***. Use the ***Font*** group tools to change the subheading to uppercase and ***32pt*** | ⬜ |
|  | On slide ***2*** change the line spacing of the bullet point text to ***2***, then on slide ***10*** apply numbering to the text placeholder using the style ***1. 2. 3.*** | ⬜ |
|  | On slide ***2*** change the bullet style to ***Star Bullets***, then adjust the width of the placeholder to ***13cm***  *Slide 2 should appear as shown in sample A on the following page…* | ⬜ |
|  | On slides ***3*** and ***7*** apply the WordArt style ***Fill – Lime, Accent 2, Outline – Accent*** ***2*** to the heading | ⬜ |
|  | On slide ***10*** convert the numbered text to SmartArt, using the ***Basic Cycle*** style  *Slide 10 should now appear as shown in sample B on the following page…* | ⬜ |
|  | Use the ***Save As*** command to save the presentation as ***PE\_Working With Text (Completed).pptx*** | ⬜ |

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| **Files required for exercise:** | *PE\_Working With Text.pptx* |
| **Files/work created by student:** | *PE\_Working With Text (Completed).pptx* |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Sample

Working With Text



**A**

**B**