

## Assignment 7

Read carefully the following instructions and complete the assignment not later than the deadline.

1. Create a new PowerPoint document based on the template with title “**Classroom expectations presentation**” that you find at this web address:  
<http://office.microsoft.com/en-us/templates/CT101450441033.aspx?av=ZPP000>

(The template is shown in Figure 1.)

2. Delete all slides except the first and the second one.
3. On the 2<sup>nd</sup> slide, using the Slide Master View complete the following:
  - a. Format the main center placeholder in order to have Height 5.5" and Width 7.5".
  - b. Format the text in main center placeholder to always be in blue.
  - c. Format the title placeholder in order to have Height 1" and Width 7.5".
  - d. Format the text in the title to always be in red

(Find the above formatting in Figure 2.)

4. On the 2<sup>nd</sup> slide using the Notes Master View complete the following:
  - a. Format the placeholder for Notes Body Area in order to have Height 4" and Width 6".
  - b. Format the text in the placeholder for Notes Body Area to always be in green color.
5. Insert a third new slide and apply the following:
  - a. Give to the slide the layout with Title, two Contents and the Text below them.
  - b. Insert in the left Content a table with 5 rows and 2 columns.
  - c. Insert in the right Content a chart and make the chart background yellow

(Find the above formatting in Figure 3.)

6. Set up a show with the following:
  - a. Set timings as follows: 4 or 5 seconds for slide, 6 or 7 for slide two and 8-9 seconds for slide three.
  - b. The show should loop continuously without ESC.
7. Apply Custom Animation to Slide 2 as follows:
  - a. Insert the words “BLIND TEXT” and apply the effect “Entrance - Blinds”.
  - b. Insert the words “BOX TEXT” and apply the effect “Entrance - Box”.

- c. Insert the words “DIAMOND TEXT” and apply the effect “Entrance - Diamond”.
- d. Insert the words “DIAMOND TEXT” and apply the effect “Entrance - Diamond”.
- e. Insert the words “MOTION TEXT” and apply the effect “Motion Paths - Up”.
- f. Insert the words “MOTION TEXT” and apply the effect “Motion Paths - Down”.
- g. Make these custom animations enter without a click of the mouse, every animation must be executed after the previous and with Speed medium.

8. Apply to Slide 2 the Slide Transition effect “Dissolve”.

(Find the above formatting in Figure 4.)

9. Save the file with name-surname-assignment7.ppt and send it to [marenglenbiba@unyt.edu.al](mailto:marenglenbiba@unyt.edu.al) **not later than January 8<sup>th</sup> 6.00 PM.**

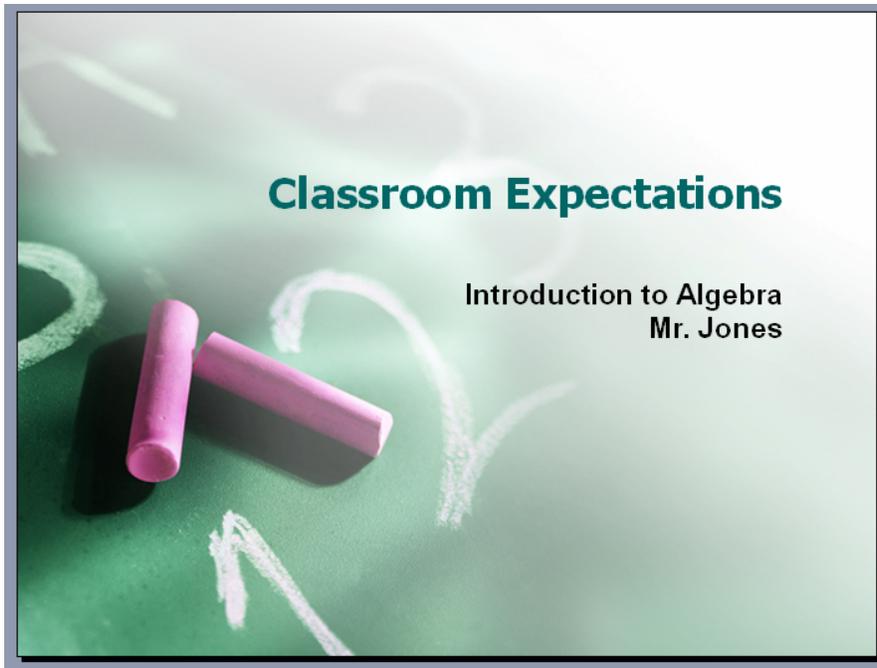


Figure 1. The template from online resources

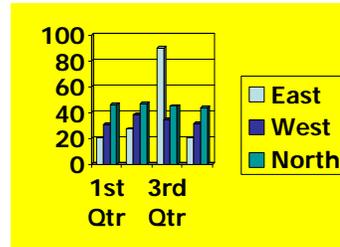


## Student Behaviors

- Be prompt
  - *Be ready to learn when class begins.*
- Be prepared
  - *Have materials with you and know due dates.*
- Be a polite and positive participant
  - *Speak in a normal tone of voice, and listen attentively.*
- Be productive
  - *Turn in work on time, and always do your best.*
- Be a problem solver
  - *Correct problems quickly and peacefully before they escalate.*

Figure 2. Title in red and body in blue

### Slide 3

- This is the TEXT area

Figure 3. Two Contents and a Text below

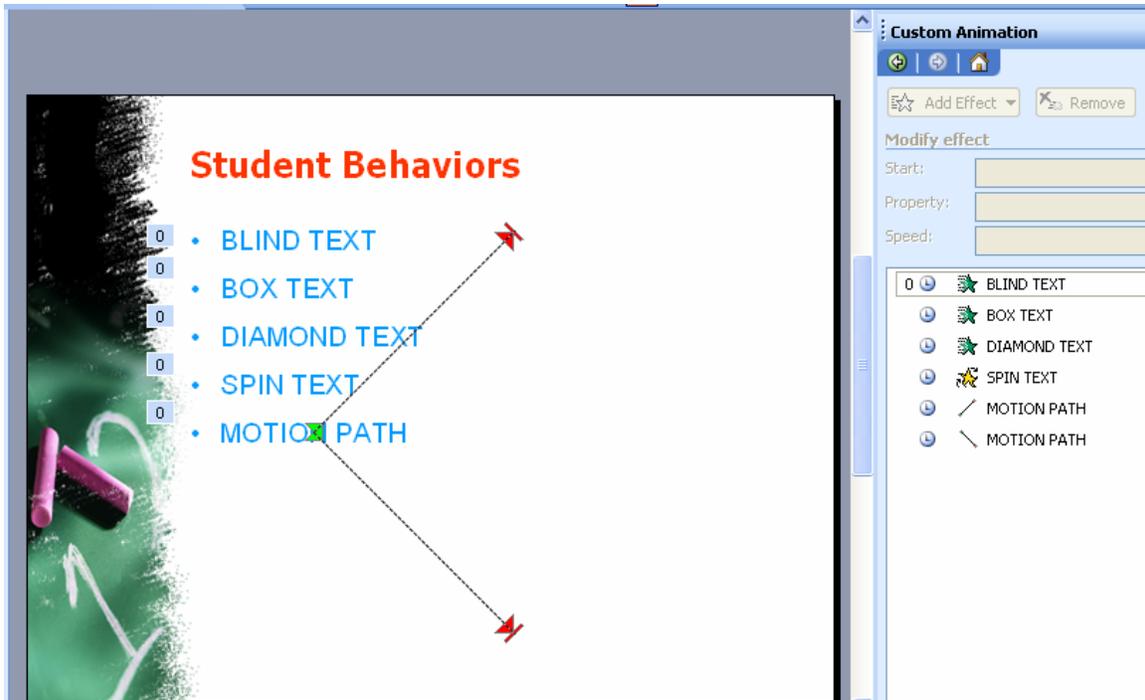


Figure 4. Custom Animation