

Project #: PPT-5

PowerPoint Specialist

Level

Basic Intermediate Advanced

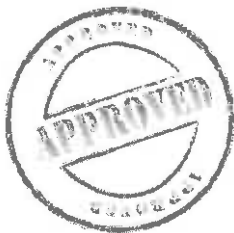


Project Title

How to Mow a Lawn

New Skills:

- Applying gradient backgrounds
- Using the arrow tool
- Grouping objects



The Office
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The Microsoft Office Experts

Lawn Enforcement

College Conceive

Squeaky Clean

Lettuce-Do-Lunch

Jazz My Wheels

PowerPoint Specialist
Project #: PPT-5

Customer Name: Lawn Enforcement

Assigned to: You, the MS PowerPoint Specialist

Project Title: How to Mow a Lawn

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 18.

Project Description

Lawn Enforcement is beginning to do some outreach programs for teenagers in their local area. Some of their most well-attended events have been those that are presentations at schools offering the "How To" approach. Students in middle school and high school often find themselves having to help out with family chores and are usually eager to earn spending money. An idea blossomed for a school presentation called "How to Mow a Lawn."

Your Job

As the Microsoft PowerPoint Specialist, you will create a presentation for Lawn Enforcement that demonstrates how to mow a lawn. The owner of the company realized that the first slide show he created was very boring. It had too many words on a slide, was too long, and it didn't hold the students' attention. With fewer words on a slide, some animation, and graphics, your finished product will be a great improvement.

Tips and Strategies

1. Use a maximum of one or two fonts, with a third font that is a little more playful to match the topic when drawing attention to a specific point.
2. Keep all of the headings (titles) the same point size on each slide.
3. For the body text on each slide, use a point size that can be easily read.
4. Use capital letters for the heading, but not for the body text.
5. Make no more than six statements per slide.

Tips and Strategies (Continued)

6. Where appropriate, select a graphic that draws attention to the message.
7. Read through all of the instructions before proceeding with the project.

Instructions to the MS PowerPoint Specialist

1. Before continuing, note that the layout, design, and fonts for this project will be left for you to decide.
2. Using Microsoft PowerPoint, create a new blank presentation.
3. Save the presentation as **Project PPT-5 How to Mow a Lawn** in the "PowerPoint Projects" folder within the "Lawn Enforcement Projects" folder.




4. On **slide 1**, include the following:

- In the heading text box, key the following title:

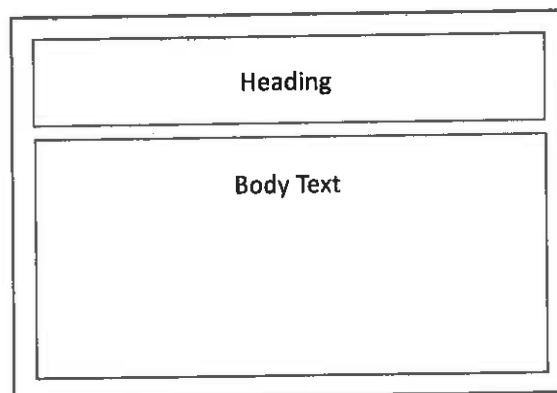
HAVE TO MOW A LAWN, BUT DON'T KNOW HOW?

- Apply a slide transition only to this slide.
- In the body text box, key the following content:

It's easy—a few steps here and a few steps there,
with a little push forward and a little tug back,
in no time at all, our job will be done.

Here's How: 

- Apply animation to this text.
- Use the transition effect on the arrow.

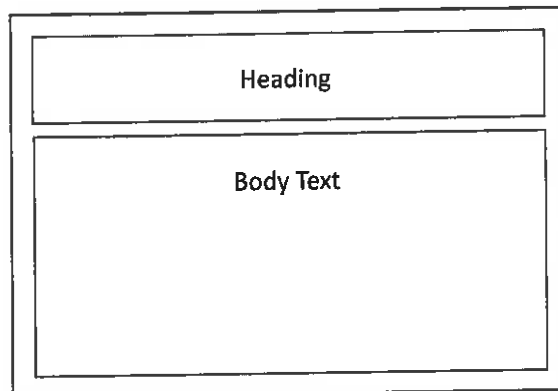


Instructions to the MS PowerPoint Specialist (Continued)



5. On slide 2, include the following:

- In the heading text box, key the following title:
BUY OR BORROW EQUIPMENT FOR LAWN MOWING
- In the body text box, use the numbering feature to key the following content:
 1. For a normal size lawn, less than 500 sq. ft., consider a reel mower.
 2. They're simple to use and less noisy than others.
 3. The grass catcher disposes of cuttings easily.
 4. Make sure the mower is in good condition.
 5. After a year, have the blades of the mower sharpened.
- Apply an animation scheme to all of the slides.



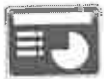
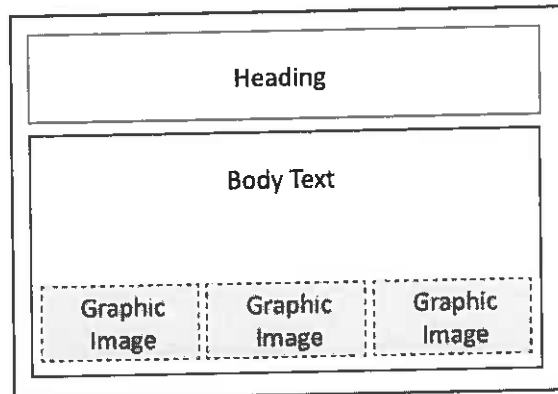
6. On slide 3, include the following:

- In the heading text box, key the following title:
BEFORE YOU BEGIN MOWING, CLEAR OBJECTS
- In the body text box, key the following content:

Use a lawn rake to pick up branches, loose stones, dog bones, small toys, or anything that might get caught in the lawn mower blades or that could fly out of the discharge chute (at up to 200 mph) to hurt you or someone else.

Instructions to the MS PowerPoint Specialist (Continued)

- Insert three graphic images to enhance the text being presented on this slide. Resize the images so that they are in proportion with the other elements on the slide.



7. On **slide 4**, include the following:

- In the heading text box, key the following title:

MOW THE LAWN IN A PATTERN

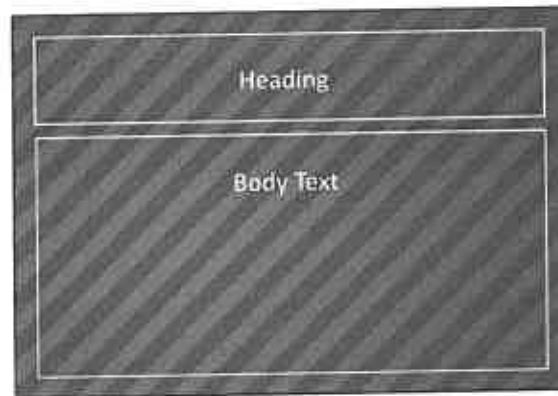
- Apply a two-color patterned background scheme to this slide only. Choose colors that are similar to the colors of green grass.



Instructions to the MS PowerPoint Specialist (Continued)

• In the body text box, use the numbering feature to key the following content over the patterned background:

1. Proceed back and forth—NOT around and around in a spiral.
2. Move quickly so the grass will not catch and clog the blades.
3. Use a back and forth pattern to create neat, even rows.
4. Mowing around obstacles, take a pass in one direction, and then the other.



Instructions to the MS PowerPoint Specialist (Continued)



8. On slide 5, include the following:

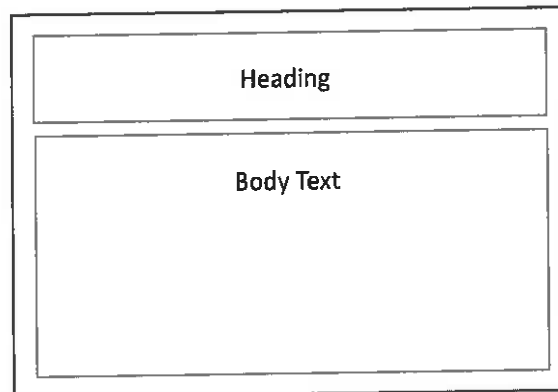
- In the heading text box, key the following title:

USE THE HALF-PASS TRICK

- In the body text box, key the following content:

On every pass, overlap the area you've already mowed by half the width of your lawn mower. This method takes less time and energy because you will cut anything missed the first time. This will also eliminate leaving rough or shaggy patches.

- Select Underline in Animation and apply it to this slide only.



Instructions to the MS PowerPoint Specialist (Continued)



9. On slide 6, include the following:

- In the heading text box, key the following title:

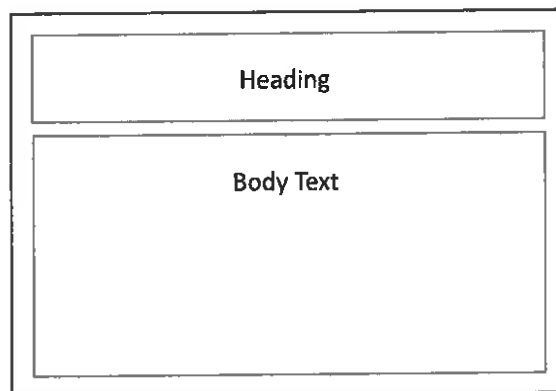
TIME TO TIDY UP!

- In the body text box, use the numbering feature to key the following content:

1. Use the lawn rake to gather clippings.
2. Clean the lawn mower blades with water.
3. Squirt a little oil on the moving parts to prevent rust.

It's time to collect your earnings. What do you think the job is worth?

- Apply Slide Transition set at Slow and on Mouse Click.



10. Run the slide show and carefully proofread your work for accuracy, design, and format.
11. Resave the file.
12. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
13. If required, present this presentation to your instructor and/or your class.