PowerPoint Specialist

Level

Basic | Intermediate | Advanced

COLLEGE
CONCIERGE

Project Title
Laundry Service and More

New Skills:

- ☑ Using text boxes
- ☑ Inserting a graphic and resizing it
- ☑ Running a slide show
- ☑ Saving the presentation
- ☑ Printing using handouts
- ☑ Using bullets

APPROVED

The Office Specialist.com
The Microsoft Office Experts

College Concierge

Squeaky Clean

Lawn Enforcement

Lettuce-Do-Lunch

Jazz My Wheels

WORK ORDER

PowerPoint Specialist
Project #: PPT-3

Customer Name: College Concierge
Assigned to: You, the MS PowerPoint Specialist
Project Title: Laundry Service and More
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

University of Learning will be holding a Welcome to Our Campus Orientation. College Concierge is creating a Microsoft PowerPoint presentation for their client, University of Learning, that will showcase the new student services being offered.

Your Job

As the Microsoft PowerPoint Specialist, you will develop a slide show that is clear and to the point, simple to follow, and interesting enough to keep the viewer's attention. The client will provide the content, but it will not be broken down in a simplistic way, so you will need to make some decisions about what and how much to include.

Tips and Strategies

1. Use no more than two font styles throughout the presentation.

2. Color should be added to keep the viewer's attention. Take care to make sure the colors you select will coordinate well with one another. For example, you could make the headings dark green and the subheadings light green, because those colors work well together.

3. Keep all of the headings (titles) the same point size on each slide. Consistency is important.

4. For the body text on each slide, use a point size that can be easily read.

5. All slides must include a consistent background.

6. 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-3 Laundry Service and More** in the "PowerPoint Projects" folder within the "College Concierge Projects" folder.

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

   • In the heading text box, insert the university's logo, left-aligned, from the "Logos" folder. Resize the image so that it is in proportion with the other elements on the slide.

   • In the heading text box, to the right of the logo, key in the following title:
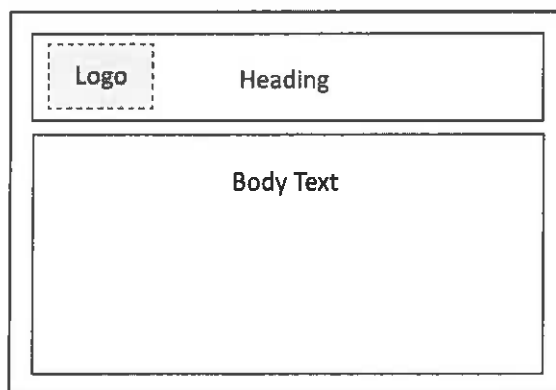
     New Student Services

   • In the body text box, key the following content, left-aligned:

     Welcome to Our Campus Orientation

     <Current date>

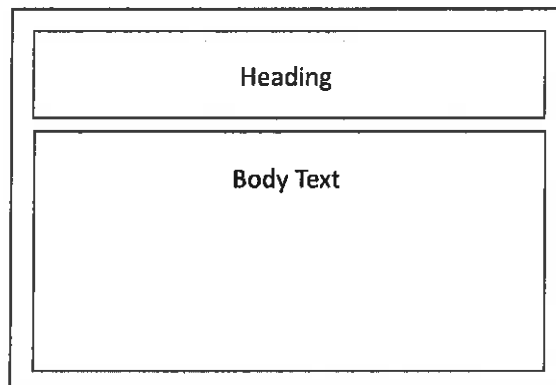   Presented to: Student Services at U of L

Instructions to the MS PowerPoint Specialist (Continued)

5. On **slide 2**, include the following:

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

   Student Laundry Service

- In the body text box, key the following content using bullets:
   - Service provided only to campus dorm residents
   - Service providers will be screened and tested
   - Laundry schedule established between both parties
   - Supplies not provided
   - Cash and carry at time of laundry pickup

Heading
Body Text

6. On **slide 3**, include the following:

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

   Additional Laundry Services

- In the body text box, key the following content using bullets:
   Select one or more for an additional cost:
   - Wash and fold service
   - Sort clothes by like colors and wash speeds
   - Stain removal
   - Steam and/or press
   - Minor mending

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.

Instructions to the MS PowerPoint Specialist (Continued)

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+---------------------------------------+
|               Heading                 |
+---------------------------------------+
|                         +-----------+ |
|   Body Text             | Graphic   | |
|                         | Image     | |
|                         +-----------+ |
+---------------------------------------+
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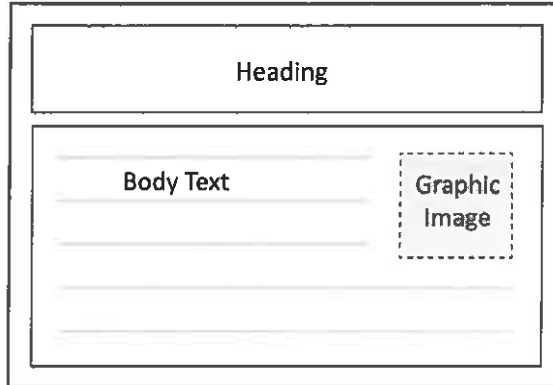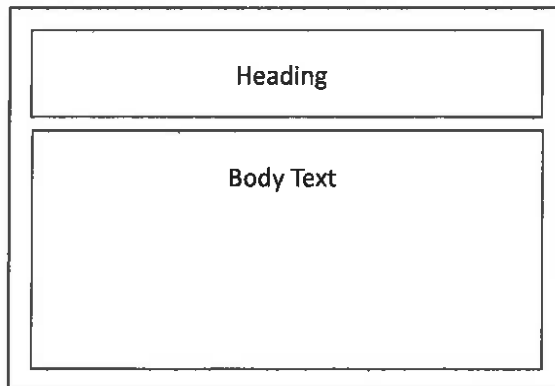
7. On **slide 4**, include the following:

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

   There Is More To Be Offered

   • In the body text box, key the following content using bullets:
      • Room clean up: vacuum and dust
      • Organize study space
      • Bookstore purchases
      • Travel arrangements
      • Personal shopping
      • Car wash

   • Apply custom animation effects to this slide.

Tip: For the first slide with animation, keep it simple by using one effect for the heading and a second effect for the body text.

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+---------------------------------------+
|               Heading                 |
+---------------------------------------+
|                                       |
|              Body Text                |
|                                       |
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Instructions to the MS PowerPoint Specialist (Continued)

8. On **slide 5**, include the following:

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

     Why Are These Services Becoming Popular on College Campuses?

   - In the body text box, write a brief explanation from your perspective that states how the New Student Services will benefit students living away from home. For example:

     Students are too busy studying and don't have time for chores.

   Tip: Bullets will be the most effective way to display your answers to the heading question.

<div>

Heading

Compose two to three sentences (or a bulleted list) that explain how students will benefit from using the New Student Services.

</div>

Instructions to the MS PowerPoint Specialist (Continued)

9. On **slide 6**, include the following:

- In the heading text box, key the following title:
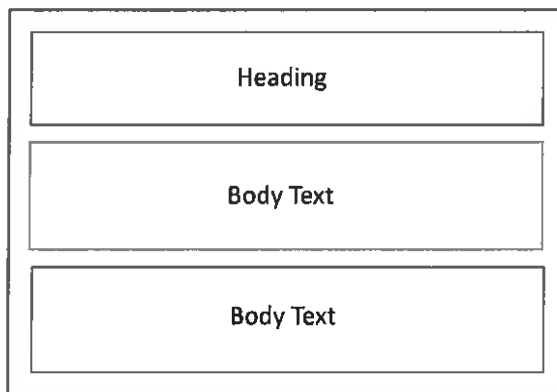
    It Is Decision-Making Time

- In the first body text box, key the following content using bullets:

    Answer the following questions for yourself:

    - Do you have piles of laundry?
    - Do you need buttons sewn back on your jeans?
    - Is your refrigerator empty?
    - When did you vacuum last?
    - Has it been forever since your car was washed?
    - Do you need to book a flight home for the holidays?

- Key the following Mission Statement in the second body text box:

    "Help make campus life easier for all!"

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┌─────────────────────────────────┐
│  ┌───────────────────────────┐  │
│  │         Heading           │  │
│  └───────────────────────────┘  │
│  ┌───────────────────────────┐  │
│  │                           │  │
│  │        Body Text          │  │
│  │                           │  │
│  └───────────────────────────┘  │
│  ┌───────────────────────────┐  │
│  │        Body Text          │  │
│  └───────────────────────────┘  │
└─────────────────────────────────┘
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Instructions to the MS PowerPoint Specialist (Continued)

10. On **slide 7**, include the following:
    - This final slide will not follow the previous slide format. Instead, it will end with a graphic with animation and a call to action. Be creative and balance the text with a graphic image that will portray your message.
    - Insert a text box that includes a concluding statement. This closing should encourage the action you want the audience to take.
    - Insert a graphic image to enhance the text being presented on this slide. Choose an image that will demonstrate the action you want the audience to take (which is to accept the proposed idea of adding a variety of support services). Resize the image so that it is in proportion with the other elements on the slide. Apply animation to the image.

**Sign up Now
through
Student Services**

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