*Prepared Exam—Chapter*

*for GO! with Microsoft Office 2016*

*PowerPoint Chapter 1*

Creating, Editing and Formatting a Presentation

1. Start PowerPoint and create a presentation using the Berlin theme. Use the second color variant.
2. Type **Viewing Auroras** as the title and your first and last name as the subtitle. Change the font size of the subtitle to 32. Save the presentation as **Lastname\_Firstname\_01\_Auroras**
3. Reuse slides from *p01\_Lights*. Insert all slides except the title slide. Make sure the Keep source formatting check box is cleared.
4. On Slide 2, type speaker notes **Auroras are occasionally seen in latitudes below the auroral zone, when a geomagnetic storm temporarily enlarges the auroral oval.**
5. Move to the last slide and insert a new slide with the Two Content layout. As the title, type **Plan Your Visit Soon!**
6. Insert the picture *p01\_Aurora* in the left content placeholder. Apply the Double Frame, Black picture style.
7. In the right content placeholder, type **Don’t miss out on the opportunity to experience this rare and mystical event.** Increase the font size to 32, center the text, and then change the line spacing to 1.5.
8. Move to Slide 2. Change to outline view. Increase the list level of the third and fourth bullets and then change the line spacing for the four lines of text to 1.5.
9. On Slide 5, increase the font size of *Aurora Borealis* and *Aurora Australis* to 28, and then apply bold and italic.
10. Delete Slide 6. Display the new Slide 7 and change the layout to Section Header. Change the font size of the text in the content place holder to 28.
11. Display Slide 1. Apply the Wipe transition and change the effect options to Left. Change the duration to 1.50. Apply the transition to all slides in the presentation.
12. Insert a Header & Footer on the Notes and Handouts. Include the Date and time updated automatically, the Page number, a Footer with the file name, and apply to all.
13. As the Tags type **auroras** As the Subject type your course name and section number. Be sure that your name displays as the author.
14. Save your presentation. Submit your file as directed by your instructor.