

# POWERPOINT PROJECT 7: Creating a Presentation

## Objectives Practiced

- Create a new blank presentation.
- Enter text on slides.
- Insert slides.
- Apply a theme.

*Nigel is a sales representative for Green Meadow Energy. Next week he will be representing his company at a trade show. The company is running a special promotion to attract new customers. Nigel wants to create a slide show about the promotion to run in the company's booth.*

1. Open a blank PowerPoint presentation, and save it as **Energy XXX.pptx** (replace XXX with your initials) in the location where you store your data files.
2. Type the following text as the title on the first slide: **Now is the time to switch to Green Meadow Energy**. Delete the subtitle placeholder.
3. Insert a new slide with the Title and Content layout. Type **Benefits of Switching** as the title, and then type the following bulleted list as the slide content:
  - **New low price of 12¢ per kWh**
  - **Price guarantee for 2 years**
  - **25% Wind Power**
4. Insert a new slide with the Title and Content layout. Type **New Low Price** as the title, and then type the following bulleted list as the slide content:
  - **12¢ per kWh is our lowest in 5 years**
  - **For new customers only**
5. Insert a new slide with the Title and Content layout. Type **Price Guarantee** as the title, and then type the following bulleted list as the slide content:
  - **For a limited time, we guarantee your price won't change for 2 years**

### Hint

To insert the ¢ symbol, use the Symbol button in the Text group on the Insert tab.



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6. Insert a new slide with the Title and Content layout. Type **Wind Power** as the title, and then type the following bulleted list as the slide content:
  - **You will be purchasing 25% wind power, an eco-friendly source of energy**
7. Insert a new slide with the Title Slide layout. Type **Switching is FREE** as the title, and then type **Offer ends June 30, 2013** as the subtitle.
8. Apply the Foundry theme to the presentation.
9. Check the spelling in the presentation, and correct any errors.
10. Save and close the presentation, then exit PowerPoint.