Activity 01

Power Point

1. Create a new presentation based on the Company Meeting Presentation template in the Presentation / Business category of Office Online and save it with the name ***MyTemplate***.
   1. In slide one where it says Presenter write your name
   2. Save and close the file.
2. Create a new presentation based on the *Outline* document, and save it with the name ***MyOutline****.*
   1. In slide one under the title, write your name.
   2. Applied the **Apex** theme and change the color scheme to **Module** only to the first slide.
   3. Go to the Slide Master View and in the Office Theme Slide Master ….
      1. Apply **Newsprint** texture background.
      2. Insert the **Logo** picture on the bottom right corner.
      3. After the last Layout (Title and Text Layout), insert a new Layout with a Content Place Holder and a Title place holder. Arrange your new place holders so they look different from the rest of the layouts.
      4. Close the Master View
   4. Save and close the file
3. Create zip file with ***MyTemplate*** and ***MyOutline*** files. Name the zip file ***act01***.
4. Send to my e-mail informatica\_prepa@yahoo.com the ***act01.zip*** file