

# Microsoft PowerPoint 2016

1. Apply the **Ion** presentation theme and the **Blue** variant.
2. Change the theme fonts to the **Garamond** font theme.
3. Center the text in the title and subtitle placeholders. Add the **Swivel Animation** to the title **only** with a duration of **3.00** seconds.
4. Switch to **Slide Master View**. Select the top-level slide master, in the bottom right corner, insert a **Cloud** shape (the cloud is located under the **Basic Shapes** group) and change the height and width to **1.5"**. Apply the **Colored Fill – Orange, Accent 3** shape style to the cloud shape and type **CRC** inside the cloud and change the font colour to **Red**. **Close Slide Master View**.
5. After slide **4**, using the **Reuse Slides** feature, import the **Hand Washing** slide from **PowerPoint\_Draft Slides.pptx (Cleaning and Sanitizing)**. Then reposition the slide so it's the **3<sup>rd</sup>** slide in the presentation.
6. On slide **2**, change the layout of the slide to **Two Content** and insert the picture **group.jpg** from the data files in the second content placeholder. Apply the **Rounded Diagonal Corner White** picture style to the picture.
7. Hide the background graphics on slide **4** only. (*Hint: use the Format Background task pane.*)
8. On slide **4** only, use the **Knife Safety.jpg** as the background. (*Hint: use the Format Background task pane.*) Change the font colour of the slide title (Knife Safety) to **black**.
9. Insert a **SmartArt Graphic** on slide **5** (Cleaning and Sanitizing). Use the **Continuous Block Process** style.
  - In Block 1, type: **Rinse**
  - In Block 2, type: **Wash**
  - In Block 3, type: **Rinse**

10. Insert **two** additional shapes in the SmartArt graphic after the first block. In the first additional block, type: **Scrape**. The other shape, type: **Soak**.
11. Insert a *hyperlink* to the word "**Wash**" in the second SmartArt block that will take the viewer to the **Hand Washing** slide.
12. Add a **note** to slide **5** that reads: ***Using a 3-Compartment Sink***.
13. Set up your presentation so that **ALL** the slides in your slide show will appear in the **Curtains Transition** style.
14. Insert a **footer** in all slides except the title slide. Type the text: ***Canadian Rockies - Student Name*** (replacing "Student Name" with your name).
15. Create **automatic timings** for ALL the slides using the **Rehearse Timings** option. The timings should allow enough time for you to read through each slide without rushing. **Tip:** run your Slide Show to ensure the timings and transitions work properly.
16. Using the Spell Check feature to correct any spelling and/or grammar errors.
17. Switch to **Handout Master View**, change the slides per page to **2 slides**.
18. Insert a header and footer. Include the date and time and select **update automatically**. Under header, enter **Basic Food Handling** and, on footer, **enter your name**. **Apply to all** the pages.
19. Insert a **text box** above the two slide placeholders. Type **PowerPoint Handout**. Close the Master View.
20. Create a handout by using the **export** feature and select **Notes below slides**. Save the Word document as **PowerPoint\_handout**. Exit the Word application.
21. Save the presentation.