

Presentation Authoring: Bank Notes

This worksheet takes you through some of the final ideas that you need to know about Powerpoint. In the past few lessons we have moved rapidly and there are just some little things that we need to cover in order to make sure we have looked at everything.

Download and save the presentation called 'Bank Notes' from www.ictgcse.net.

Save this presentation in your own folder with the same name.

Now follow these instructions.

- Look at slide 1. Try and move the spinning coin from the top right corner to the bottom right corner. You cannot. This is an image that has been placed on the **Master Slide**. You get to the layout of the master slide by:

View → Master → Slide Master.

This takes you to a slide where you see various pre-selected areas together with a miniature image of the slide you are working on (slide 1).

Move the image of the coin down to the bottom right corner. Notice that it moves on the preview of slide 1 as well. **The master slide holds items that will be shown on all slides.**

Click on *View → Normal* to return to working on slide 1.

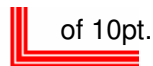
- The text box at the bottom of slide 1 has an error. The bank notes at this time were not signed by Basil Gage Catterns (he was in charge of the Treasury 1929-34). The person's name should be changed to:

Kenneth Oswald Peppiatt

- Add notes to slide 1:
"During 1934-45 there were 5 issues of £1 notes. There were 3 green ink issues, a special blue issue and a final green issue which had the now familiar metal stripe running through it"

- The title text box needs these changes:

- shade in the box light blue
- make the text Arial size 45
- give the text box a border like this



of 10pt.

- Move to slide2.
Open the clip gallery and look for on-line clips. When the window opens: type *Coins* in the "Search for:" stripe, choose *Motion* in "Results should be:", and click on *Go*
On the last (5th) page of results there is a clip of dropping coins. Download this and then insert it in the top left-hand corner of slide 2.
- Insert a new slide into the presentation. This is to be of the format "Text & Chart".
- On the website you will find a *.jpg file* with the name *Money2*. Insert this into the new slide 3 in the top left-hand corner.
- The title box in slide 3 now needs some text putting into it.
 - Add this title: "The fall of technology stock". Use Arial size 35.
 - Change the font in the title to be **embossed**

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- Place an autoshape rectangle down the very right-hand edge of slide 1 which runs the entire length of the slide and is approximately 1cm wide.
- Make this rectangle have a fill colour of light pink with **no** border line.
- On the website you will find a spreadsheet chart called *technology*. Load this into the chart area of slide 3.
- In the text box of slide 3, use the menu bar to be able to see the ruler. Get rid of the bullet points and the indent. Add the words
“The technology bubble has burst in dramatic fashion. The graph shows the decline in technology stocks over the past 2 years.”
- Change the orientation of ALL the slides to be landscape. Resize all the graphics as they will now have been stretched.
- Save the presentation in your own folder with the name ‘*Money*’.