

## **Presentation Authoring: Assignment**

You work as a sales representative for Duck Airways, an international airline concentrating its operations on seasonal migratory routes.

You have been asked to give a presentation to the annual meeting outlining the most travelled routes during the last year.

The presentation outline is as follows:

There is a master slide which follows the company scheme. Set up the master slide to have these characteristics:

- Background colour is pale blue
- Title font style to be sans-serif of size 72, colour dark blue
- 1<sup>st</sup> level bullet points to be a dark green, sans serif font, size 30
- 2<sup>nd</sup> level bullet points to be a lighter green and the same font and size as 1<sup>st</sup> level bullets
- Your name to be placed in bottom right corner. Font to be serif, size 12, dark blue as title
- In the top right corner to be a clip art picture of your choice showing a flying duck

**The first slide** is to be as follows:

1. Title, centred, to be: **Duck Airways**
2. Text in main area of slide: **10 seasons of flying**

**Second slide:**

3. In title bar, size 48 same font (but also underlined) and colour as main heading:  
Sales for year 2003-04
4. Bulleted list as follows:

- **European routes**
  - **Strong demand for routes leaving northern Europe to the warmer south in November and December**
  - **Less than expected demand for northern routes in February**
- **North African routes**
  - **Very healthy demand for west-east flights particularly around desert region areas**
- **Southern Africa**
  - **High demand for flights north especially during the hunting season**

Each of these bullet points (7 in all) to appear individually.

5. Place a clip art image of a globe or similar world map in the centre bottom half of the slide below the bullet points. This is to appear **before** the bullet points start to appear. It is to have a thick dark green border.

**Third slide:**

6. Slide to have title bar, text area on the left and chart area on the right.
7. Title in same style as slide 2: **Comparison of routes**
8. In the text area to the left type in the following, using the same style as you have for 1<sup>st</sup> level bullets:

**It can be seen from the chart to the right that sales are on the increase in all areas. This is cause for celebration. No doubt we give twitchers great delight with our fly-pasts, but our main concern must remain company growth.**

9. In the right chart panel produce a chart from the data in this table:

	2 years ago	Last year	This year
Routes N - S	4.6	4.7	5.5
Routes S - N	3.1	3.4	4.1
Routes W - E	1.0	1.2	1.9

10. The chart should have a title: **Flock densities (in millions)**  
11. Place a thick vertical red line to separate the text area and the chart.

**Notes:**

12. Go back to the first slide and add the following to the notes page:  
**Delegates to be hurried from breakfast.**  
**Presentation to start at the first rays of day break.**
13. Second slide need these notes adding:  
**Remember to stress the harsh N. European winter contributed to the large number of flights south.**  
**Numbers crossing the Straits of Gibraltar into Morocco at an all time high.**

**Slide translation**

14. Include translation between each slide. The translation style is your choice but it must be the same between all three slides.