**PowerPoint 2010 Assignment 1**

For this assignment, you will you will create a basic PowerPoint presentation about where you currently live (City, State/Province/Region, and Country). You will enter specific information on the slides about your locale using features and commands taught in this week’s lessons.

**Complete the following tasks, in order, step-by-step.  NOTE**: Please do not change any of the default settings (i.e., fonts, formatting, arrangement of items, etc.) or add/delete any additional items or formatting within your assignment unless specifically asked to do so in the instructions below.

1. Open **PowerPoint 2010**
2. On the **default title slide**, in the **title placeholder**, type **Travel Guide**
3. In the **subtitle placeholder** type the name of the **City, State/Province/Region, and Country** where you live (e.g. Raleigh, NC, USA)
4. Insert a **new slide** with a **Two Content layout**
   1. In the **Title placeholder**, type **General Information**
   2. In the **right content placeholder**, type **factual information** about the **City, State/Province/Region, and/or Country** where you live (this could include the population, historical information, landmarks, attractions, etc.)
   3. In the **left content placeholder**, insert a **picture or clip art** of your **Country’s flag**  
      HINT: You may have to perform an Office.com and/or Internet Image search to download/save your image. There are many flags to search from if you type “flag” in the image search at office.microsoft.com. You will have to download and save the image to be able to insert it in your document.
5. Insert a **new slide** with a **Title and Content layout** 
   1. In the **Title placeholder**, type: **Places to Visit**
   2. In the **bulleted list**, list the **five best places** (sites/attractions) that visitors should go/see when visiting the place you live (City, State/Province/Region, OR Country)
6. Insert a **new slide** with a **Title and Content layout** immediately after the title slide. This should be the 2nd slide.
   1. **Delete** the **Title placeholder**
   2. In the **bulleted list**, type a **brief letter to visitors** outlining the reason(s) why someone should visit the place where you live
   3. **Format** the text by **removing the bullets**
7. Insert a **new slide**, **after the 2nd slide**, with **Title and Content layout** 
   1. In the **Title placeholder**, type: **Best Time to Visit**
   2. In the **bulleted list**, type details **explaining the best time to visit** and **listing the reasons why** (include details about the weather/climate/seasons; describe the weather in each of the major seasons and which season is best to visit listing the pros and cons of visiting in different seasons)
8. Insert a **new slide** at the **end of the presentation** with a **Title Only layout** 
   1. In the **Title placeholder**, type: **Practical Information**
   2. Insert a single **text box**
   3. Insert **bullets** inside the text box
   4. Then identify/type: the **best place(s) to eat**, any **cultural customs** that visitors should be aware of, details about **currency**, AND/OR **transportation** options when visiting
9. Apply a **theme** **effect** to all slides
10. On the **Title Slide**, change the **font** of the **Title text**, **Travel Guide**, to a **72-point Times New Roman font**
11. Change the **bulleted list** on **Slide 5** to a **numbered list**
12. Apply a **transition effect** to **all slides**
13. Use **spell check** to proof your presentation, ensuring that there are no spelling errors
14. **Save** the presentation as a show that will be displayed on a Kiosk with the properties of automatically restarting at the end of the show and submit to your instructor via the online submission tool