**PowerPoint 2010 Assignment 3**

For this assignment, you will download and edit a PowerPoint 2010 presentation using features and commands taught in this week’s lessons.  
  
**Download the Presentation**  
Download and save the presentation [Crown and Griffin Books](http://assets.gcflearnfree.org/downloads/PPT%202010-3%20start.pptx). For more instructions on how to download files, review: [How to Download a File](http://www.gcflearnfree.org/PopUps/DownloadTips.aspx). *Note: if you see a yellow bar at the top of your document titled "Protected View," be sure to click the "Enable Editing" button so you can complete the assignment.*  
  
**Edit the Presentation**  
Open the file you just saved and **complete the following steps, in order, step-by-step.** When you are done with the assignment you will save the presentation and submit it to your instructor.**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. On **slide 9**, **convert the existing text under the heading** to a **SmartArt** graphic, using a **Vertical Bullet List** layout (HINT: do not include the “What Next?” heading in your graphic but be sure that all other text is included in the SmartArt graphic)
2. Insert a **new slide** at the **end of the presentation** with a **Blank layout**
   1. Insert a **text box**
   2. In the text box insert a **hyperlink** pointing to a website (the hyperlink address should be **www.gcflearnfree.org** but the **text to display** should say **GCFLearnFree**)
   3. **Center** **align** the hyperlink in the text box
   4. Change the **font to Arial** and font size to **48 pt**
   5. Resize the text box, if necessary, to ensure that all text fits on a single-line
   6. Use the **WordArt** style option of your choice to change the style of the text
   7. **To the text box**: From the Shape Styles group, apply one of the **Colored Outline** styles (**HINT:** You can see the name of a style when you hover the mouse over it.)
   8. **Anywhere on the slide**: insert an **Action Button** (**on click**, with an **Applause sound**) **that takes you to the first slide**
3. On **slide 1**, the Title slide, **move the logo** to the **top left corner** of the slide
4. On **slide 2**, **convert the text**, “**Director of Sales**,” to a hyperlink connecting to an **email address**, [**insert your email address**], but make sure that the **text to display** still says **Director of Sales**
5. Insert a **new slide** after **slide 2**, with a **Title and Content layout** (this should now be slide 3)
   1. In the **Title placeholder** of the 3rd slide, type “**Five Genres**”
   2. In the **Content placeholder** of the 3rd slide insert a **SmartArt** graphic that represents each of the 5 genres listed on slide 2 (**classic, mystery, romance, sci-fi and fantasy, and young adult**)
6. Change the **chart type** on **Slide 4** to **Clustered Column**.
7. On **slide 5**, edit the data in the table for **Romance Sales in 2007** to reflect sales of **$99,000.00**
8. Change the **table style** on **Slide 5** to a style of your choice
9. On **slide 6**, insert a **chart** with the **clustered column, style 34 chart style** using the following data (HINT: you can copy and paste the data below into the Excel Spreadsheet):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Genre** | **2006** | **2007** | **2008** | **2009** | **2010** |
| Classics | $18,580.00 | $69,225.00 | $16,326.00 | $10,017.00 | $26,134.00 |
| Mystery | $78,970.00 | $82,262.00 | $48,640.00 | $49,985.00 | $73,428.00 |
| Romance | $94,236.00 | $99,000.00 | $79,022.00 | $71,009.00 | $81,474.00 |
| Sci-Fi & Fantasy | $16,730.00 | $19,730.00 | $12,109.00 | $11,355.00 | $17,686.00 |
| Young Adult | $35,358.00 | $42,685.00 | $20,893.00 | $16,065.00 | $21,388.00 |

1. On **slide 7**, type **Book Sales** in the **Title placeholder,** and use **WordArt**, and **Grow & Turn animation** to apply to the text you have just typed
2. **Hide slide 8** so that it doesn’t appear in the slide show
3. On **slide 9**, in the **Table**, insert a **new column after 2009**. In the top row of the new column type **2010** and then enter the following data: **Teen (20%), Religious (11%), Historical (23%), Vampires (36%), Other (10%)**
4. Apply **Table Style: Themed Style 1-Accent 3** to the table on **slide 9** and then move and resize the table, as necessary (check to be sure that all data is on a single line)
5. Add a **transition effect** to **all slides** in the presentation
6. Change the **theme** of the entire presentation to the theme called **Origin**.
7. **Review** your presentation using spell check and be sure that you have a total of **11 slides**
8. **Save** the presentation and submit to your instructor via the online submission tool