**PowerPoint 2010 Assignment 2**

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 [Going Green Plan](http://assets.gcflearnfree.org/downloads/PPT%202010-2%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. Apply the **Paper theme** to the **entire presentation**
2. **Delete** the **sound**on the **Title slide**
3. On**slide 1**, the Title slide, **animate** the **Title** with the animate option called “**Wave**”
4. On **slide 2**, insert a **Left Arrow** from the **Block Arrows Group** to the **right of “Going Green”**
	1. Add a **Green fill color** (from Standard Colors palette) to the**arrow**
5. On **slide 3**, modify the **bullets** in the bulleted list using the **CHECKMARK BULLETS**
6. On **slide 4**, format the Title, “**Going Green**,” as **WordArt**
7. On **slide 5,** **indent the bullets**(HINT: may want to show the ruler to verify indentation; see Lesson 11, page 3)
8. On **slide 5,** **change the paragraph line spacing in the text box to 1.5**
9. On **slide 5**, apply a **different animation** effect to each of the **3 clip art images**
10. On**slide 5,**modify the**1st clip art image**(the one on the far left)usingthe**Artistic Effects**option**"Glass"**
11. On **slide 6**, create custom animation effects. To do this, **apply multiple animations**to the**Title, “Going Green”** (HINT: You may want to select from entrance effects, emphasis effects, AND exit effects)
12. On the **last slide** apply the **Reflected bevel, black picture style** to the **picture**
13. On the **last slide**, insert the **Claps Cheers sound** from the **clip organizer**
	1. H**ide the sound during the slide show**
14. **Group the clip art**found along the bottom of the slide on the **last slide** (the little recycle wheels)
15. Use the **Spell Check** command to correct any spelling errors in the presentation
16. **Save**the presentation and submit to your instructor using the online submission tool