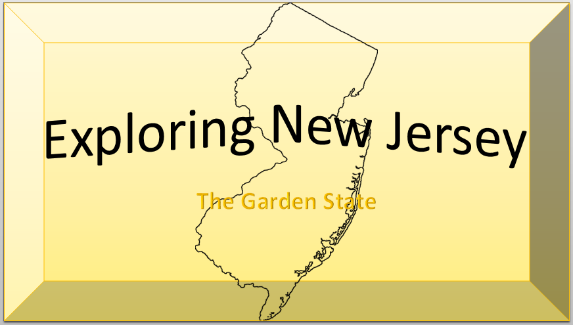
# Project Overview

### General Notes

* Download & unzip the project files in Part 1
* Create a PowerPoint Presentation using the material provided in this Word document and   
  the included images
* Use the video *Exploring\_New\_Jersey\_SD.mp4* as a guide
* Important Tip: Copy/Paste the text content from this Word document into the corresponding PowerPoint slides



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# Part 1 – Define a New Presentation

### Project files: Either download from: <http://www.asciutto.com/powerpoint/>

### OR

### Use the material in the folder: *PowerPoint Final Project - Exploring New Jersey*

### Create a New PowerPoint Presentation

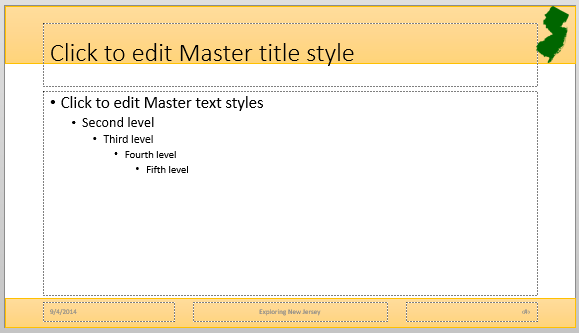
* Create a new blank presentation
* Size it for an On-screen Show (16:9) Landscape   
  (Note: 16:9 is the new default for PowerPoint2013, however change the size to On-screen Show (16:9),   
  this will set the slide width to 10”)
  + Design tab --> Customize --> Slide Size --> Customize Slide Size
* Save it as: *Your Name Exploring New Jersey.pptx*

# Part 2 – Create a Custom Design Theme

### Define the Theme Master - In Slide Master View –-> Theme Master

* Insert a Rectangle Shape covering the top of the Theme Master
* Size the width to 10” and the height to 1”
* Align it to the top of the Theme Master
* Set the Shape Style to *Subtle Effect – Gold, Accent 4*
* Set the shape behind all the other slide content: Format Tab --> Arrange --> Send to Back
* Duplicate the shape and move the copy to the bottom of the slide
* Size the width to 10” and the height to .5”
* Align it to the bottom of the Theme Master
* Set the shape behind all the other slide content: Format Tab --> Arrange --> Send to Back
* Insert the Picture: *New Jersey Map - Solid Color.png*
  + Size the height to 1” maintaining the aspect ratio
  + Position it in the upper right corner of the slide
* Enter the text: *Exploring New Jersey* inside the Footer placeholder
* Activate the Footer placeholder for all slides except the title slide
  + Insert Tab --> Text --> Header & Footer
  + Check Footer and Don’t show on title slide
  + Apply to All

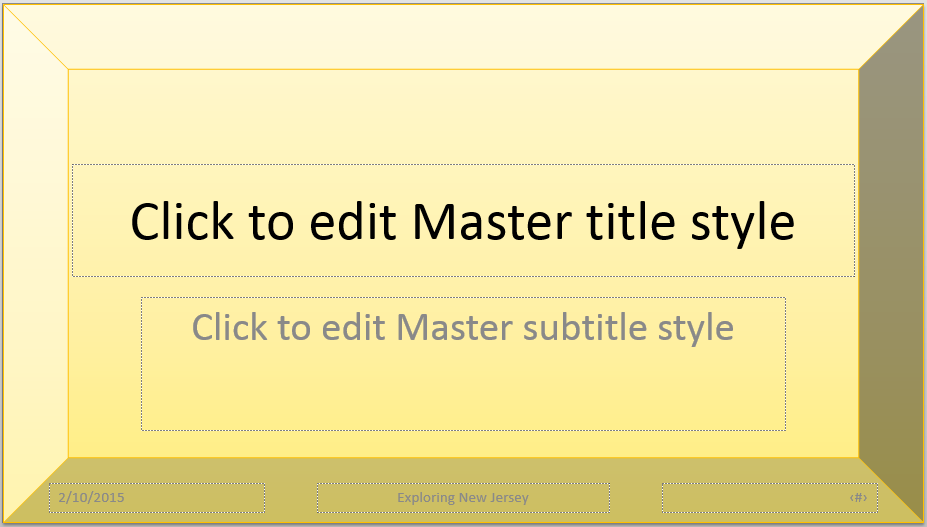
**Theme Master Final:**



### Define the Title Slide Master Layout- In Slide Master View –-> Title Layout

* Override the existing Title Slide backgrounds being inherited by the Theme Master
  + Slide Master --> Background --> Check *Hide background graphics*
* Insert a Rectangle Bevel (Basic Shapes --> Bevel) and size it to cover the entire slide (10” x 5.63”)
* Set the Shape Style to *Subtle Effect – Gold, Accent 4*
* Set the shape behind all the other slide content: Format Tab --> Arrange --> Send to Back

**Title Slide Master Layout Final:**



### Save the Theme

* Save the new design as a Custom Theme
  + Design Tab --> Themes --> More button --> Save Current Theme
  + Name it: *First Name New Jersey*

# Part 3 – Import Slide Text

## Return to Normal View

* Slide Master View is needed in Part 2 only. From this point forward work in Normal or Slide Sorter view.

## Import the Text for Slides 2-6

* New Slide --> Slides From Outline
* Choose “Exploring\_NJ\_Insert\_Text\_Outline.docx”

## Note:

* This will import the Text for these slides and create separate Slides defined using the Title and Text Layout
* Modify the Layouts according to Part 4 and adjust the text to match the Layout is needed
* For Slide 4 (Fast Facts)
  + Word Tables are not imported as Tables
  + PowerPoint does not have a function to convert text to a table (Word does)
  + Insert a Table and copy/paste the text to each table cell

# Part 4 – Modify the Slide Content

## Slide 1 – Title Slide Layout

* Title: “Exploring New Jersey”
  + Apply the WordArt Style: Text Effect --> Transform --> Chevron Up
* SubTitle: “The Garden State”
  + Apply the WordArt Style: Fill, Gold – Accent 4, Soft Bevel
* Insert the Picture: *New Jersey Map - Outline.png* in the center of the slide
  + Send to Back

## Slide 2 – Title and Text Layout

* Title: “Environment”
* Content:
* New Jersey is the 47th largest state at 7,836 square miles
* It has a population of 8.5 million
* From North to South it covers 167 Miles
* From East to West it is 57 miles
* Its highest point is 1,803 ft. in High Point, NJ

## Slide 3 – Two Content Layout

* Title: “Climate”
* Left Content:
* New Jersey is located half way between the North Pole and the Equator
* Due to its location the climate tends to be wet, dry, hot and very variable
* There are 5 climate regions in the state
* Right Content:
* Insert the Picture: *New Jersey Map - Regions.png*
* Set the height to 4”

## Slide 4 – Title and Content Layout

* Title: “Fast Facts”
* Content:
* Add the following content as a 2x7 Table

|  |  |
| --- | --- |
| Capital | Trenton |
| State Bird | Eastern Goldfinch |
| State Tree | Red Oak |
| State Animal | Horse |
| State Insect | Honeybee |
| State Flower | Purple Violet |
| State Motto | “Liberty and Prosperity” |

* Format the Table:
  + Height 3.5”, Width 7”
  + Align Text Left, Center Vertically
  + In Table Style Options, check Banded Rows and First Column only
  + Table Style --> Medium Style 3 – Accent 2
  + Adjust Font: Size 24

## Slide 5 – Two Content Layout

* Title: “Did You Know?”
* Left Content:
* Insert the Picture: *Did* *you know.png*
* Set the height to 4”
* Right Content:
* Giovanni da Verrazano was the first known explorer of New Jersey in 1594
* New Jersey was the first state to allow women to vote
* In 1933, the world’s first drive-in movie theater opened near Camden
* Manufacturing is the number one industry in the state followed by Tourism

## Slide 6 – Title and Content Layout

* Title: “Ten Largest Cities by Population”
* Insert the Picture: *Population Chart Picture.jpg*

# Part 5 – Enhance with SmartArt

### Convert all text in Slides 2, 3 and 5 to SmartArt with the following options:

* SmartArt Layout: Vertical Bulleted List
* SmartArt Style: Intense Effect
* Change Colors: Colored Fill – Accent 2

### Adjust the SmartArt Font

* Set the Text Font Size to 24 for Slides 2 and 3
* Set the Text Font Size to 20 for Slide 5

# Part 6 – Enhance with Transitions

### Apply Transitions and Timings

Add the following Transitions using the default Effect Options and Durations unless otherwise indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Slide** | **Transition** | **Effect Option** | **Timing** |
| 1 - Title | Fade |  | Advance Slide After 5 seconds |
| 2 - Environment | Wipe | From Top | Advance Slide After 20 seconds |
| 3 - Climate | Wipe | From Top | Advance Slide After 15 seconds |
| 4 - Fast Facts | Wipe | From Top | Advance Slide After 15 seconds |
| 5 - Did You Know? | Wipe | From Top | Advance Slide After 20 seconds |
| 6 - Ten Largest Cities | Wipe | From Top | Advance Slide After 20 seconds |

# Part 7 – Enhance with Animations

### Apply Entrance Animations

Add the following Entrance Animation options to the Content Areas only. Use the default Effect Options unless otherwise indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Slide** | **Entrance Animation** | **Effect Option** | **Timing** |
| 1 - Title | None |  |  |
| 2 - Environment | Float In | One by One | Start: After Previous  Duration: 1 second  Delay: 2 seconds |
| 3 – Climate (Left Side Text) | Fly In | From Left | Start: With Previous  Duration: 1 second Delay: 0 seconds |
| 3 – Climate (Right Side Picture) | Fly In | From Right | Start: With Previous  Duration: 1 second Delay: 5 seconds |
| 4 - Fast Facts | Shape | Out, Box | Start: After Previous  Duration: 2 seconds Delay: 0 seconds |
| 5 -Did You Know? (Left Side Picture) | Fly In | From Left | Start: With Previous  Duration: 1 second Delay: 5 seconds |
| 5 -Did You Know? (Right Side Text) | Fly In | From Right | Start: With Previous  Duration: 1 second Delay: 0 seconds  \*\*Set this animation to occur first \*\* |
| 6 - Ten Largest Cities | Zoom |  | Start: With Previous  Duration: 2 second Delay: 1 seconds |

# Part 8 – Create a Video

### Export to .MP4

Create a HD video of this PowerPoint Presentation.

* File --> Export --> Create a Video

# Slide Prints

|  |  |
| --- | --- |
| Slide 1 | Slide 4 |
| Slide 2 | Slide 5 |
| Slide 3 | Slide 6 |