**Steps to complete this project:**

1. Open the start file **PP2019-MOS-Capstone**. If the document opens in Protected View, click the **Enable Editing** button in the Message Bar at the top of the document so you can modify it.
2. The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor, and save it.
3. The first two slides are in the wrong order. Move the**Overview** slide so it is the second slide in the presentation and the title slide is the first slide in the presentation.
4. Switch to Slide Master view and change the font theme to **Century Gothic**. Close Slide Master view.
5. On Slide 1, change the alt text for the picture to **Top’t Corn logo**
6. Change the size of the logo to be **4.5"** in height by **6.79"**in width. If necessary, move the logo so it is centered in the white box on the slide.
7. Insert a new slide after Slide 4 using the **Title and Content**layout. Add the text **Our Corny Process** as the title for the slide.
8. Add a SmartArt diagram to the slide using the **Basic Bending Process** diagram. *Hint:* Select the *Process*category and look for this Images diagram.
9. Add the following items in order to the diagram:
   * **Top’t secret popping process**
   * **Topping applied**
   * **Customized packaging**
   * **Quality control**
   * **Delivery to customer**
10. Apply the **White Outline**style to the SmartArt diagram.
11. Switch to **Outline** view and add the following bullet points to the sixth slide (*Future Flavors*):
    * **Spicy Buffalo**
    * **Rosemary and Olive Oil**
    * **Banana Chocolate**
    * **Raspberry Delight**
12. Switch back to **Normal** view and navigate to **Slide 4**. Modify the slide by doing the following:
    * Convert the bulleted list to a numbered list using the **1), 2), 3)** format.
    * Add a **Star: 5 Points** shape (it is located in the *Stars and Banners* section of the *Shapes* gallery) to the right of the slide’s title.
13. Navigate to Slide 9 and change the layout of the slide to the **Title and Content** layout.
14. Add the following information in a table on Slide 9:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Farragut Square** | **Georgetown** | **The Wharf** |
| **Old Bay** | **2150** | **990** | **1585** |
| **Truffle** | **2660** | **1055** | **2205** |
| **Sea Salt & Caramel** | **3235** | **1295** | **1970** |

1. Apply the **Medium Style 1 - Accent 1** table Quick Style to the table (it is the second option in the *Medium* section of the gallery).
2. Insert a new slide after Slide 9 using the **Title and Content**layout. Add the text **September Sales Totals** as the title for the slide.
3. Add a chart to the slide.
   * Add a **Pie chart** to the content placeholder.
   * Enter the following data:

|  |  |
| --- | --- |
|  | **Food Truck Sales** |
| **Farragut Square** | **8045** |
| **Georgetown** | **3340** |
| **The Wharf** | **5760** |

* + Be sure to delete the empty row of sample data in the *Chart in Microsoft PowerPoint* dialog.

1. Navigate to Slide 2 and apply the **Drop Shadow Rectangle** picture style to the picture.
2. Navigate to Slide 3 and select the two pictures. Align the two pictures along the bottom (be sure to align the pictures relative to each other and not the slide).
3. Add and modify transitions.
   * Navigate to Slide 1 and add the **Split**transition to the slide.
   * Change the effect options of the transition **Horizontal Out**.
   * Change the duration of the transition to **2.5 seconds.**
   * Apply the transition to all the slides in the presentation.
4. Add a link to a web site.
   * Navigate to Slide 8 and select the text box on the right (the one with the text *Visit Metro’s web site...*).
   * Place the cursor in the blank line under the text and open the **Insert Hyperlink**dialog.
   * Add a hyperlink to **https://www.wmata.com/schedules/maps/** and change the text to display to not include the **https://** part of the address.
5. Animate objects on a slide.
   * Verify you are on Slide 8 and select the food truck image on the left. Apply the **Zoom (Entrance)** animation to the picture and change the effect options so the object is animated in from the center of the slide.
   * Select the second truck on the slide. Apply the **Zoom** **(Entrance)** animation to the picture and change the effect options so the object is animated from the center of the slide.
   * Change the duration of both animations to **1:00 seconds**.
   * Change the *Start* option so the second truck will animate at the same time the previous animation plays.
   * Preview the animations to verify the trucks animate at the same time.
6. Add a 3D model to a slide.
   * Navigate to the last slide in the presentation.
   * Open the **Online 3D Models**dialog and navigate to the **3D Shapes** category.
   * Insert a **3D shape** of your choice. If necessary, resize and move the shape so it appears in the lower left corner of the slide under the text.
7. Insert audio and change the playback settings.
   * Insert the **poppy music** audio file from the location where you saved the data files for this project.
   * Change the playback settings for the audio file so it will play in background during the presentation.
8. Add information to the footer of all slides.
   * Navigate to Slide 1 and open the *Header and Footer* dialog.
   * Add the date and time to the slide footer and have it update automatically.
   * Add the slide number to the slide footer.
   * Add **Top't Corn Presentation** as the footer text.
   * Apply the footer to all slides in the presentation.
9. Change the presentation’s slide show options so it will play without narration.
10. Print handouts of the presentation.
    * 1. Change the printing options so three slides with lines to the right appear on each page.
      2. Print the handouts. **Note:** If you are using this in class or in your school's computer lab, check with your instructor about printing permissions before completing this step.

**Note**: When you are finished with this project, your presentation should contain **11** slides. If it does not, your project will not grade properly and you may lose a significant number of points. Check your work carefully.

1. Mark the presentation as final.
2. Save and close the presentation.