

## Exercise

## 35

## ■ Summary

*In this exercise, you will prepare a slide show presentation for college-bound students. Your presentation will explain to them how to apply to college. You will add transitions and animations to text, add slide transition timings, and prepare Handouts and Notes pages.*

## EXERCISE DIRECTIONS

1. Create the presentation shown in Illustration A on pages 206 and 207. Use the Whirlpool template, the appropriate slide layouts and relevant clip art.
  2. Use the following data to create the chart on Slide 6:
- |                 | 1994     | 1995     | 1996     | 1997     | 1998     |
|-----------------|----------|----------|----------|----------|----------|
| Private College | \$13,000 | \$17,000 | \$23,000 | \$25,000 | \$28,000 |
| Public College  | \$4,000  | \$5,000  | \$6,000  | \$9,000  | \$11,000 |
3. Switch to Slide Sorter view.
  4. Apply a desired transition effect, a transition speed, and a transition sound effect to each slide in the presentation.
  5. Switch to Slide view.
  6. Apply a desired custom animation to bulleted text on Slides 2, 3, 4, 5, and 7 using any desired effects. Dim bulleted items to any color after animation.
  7. Display Slide 6 (Chart slide).
    - Animate the chart by element in category.
    - Add a sound effect.
  8. Save the presentation; name it **COLLEGE**. Do not close the file.
  9. View the slide show.
    - On Slide 3, use the Annotator Pen to circle the Things to Consider paragraph.
    - On Slide 6, circle the bar representing the private college tuition cost in 1998.
  10. Switch to Slide Sorter view.
  11. Add any desired slide transition timings to each slide and change the advance method to automatically.
  12. Set the slide show to run continuously.
  13. View the slide show again.
  14. After viewing the entire presentation, stop the presentation.
  15. Switch to Notes Master view.
    - a. Insert a page number in the bottom right corner of the page.
    - b. Delete the footer and date placeholders.
    - c. Using the WordArt of your choice, insert the words "Off to College!" in a 36-point sans serif font. Position it in the bottom left corner of the page as shown in Illustration B on page 207. Size it to approximately 1" high by 4" wide.
  16. Switch to Notes Page view.
  17. Add the following notes to the slides indicated:
 

Slide 1:

    - Introduce yourself.
    - Explain the purpose of today's presentation.

Slide 2:

    - Explain how to register for the SAT and how the exam is graded.
    - Explain how to identify suitable colleges.
    - Explain how to send away for college applications.
    - Explain where to seek financial aid.

Slide 6:

    - Review the growth in tuition each year.

8. Switch to Notes Master view.
9. Copy the WordArt text to the clipboard.
10. Switch to Handout Master view.
  - a. Delete the footer and date placeholders.
  - b. Insert a page number in the bottom right corner of the page.
  - c. Paste the WordArt on the bottom left corner of the page.
11. Switch to Slide Sorter view.
12. Compare your presentation with Illustration A on the following two pages. Make adjustments to placeholders and font sizes, if necessary, so that slide contents fit properly on each slide.
13. Print one copy of each Notes Page in Black and White.
14. Close the file; save the changes.

Illustration A

## How to Plan for College

Simpson College Advisors  
March 1998

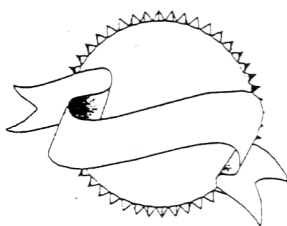
1

## Planning for College Doesn't Have to Be Complicated...

- Take the scholastic aptitude test (SAT)
- Identify colleges that best suit you
- Send in application forms
- Choose between admissions offers
- Investigate financial aid sources

2

## Finding the College That Is Right for You...



- Things to Consider:
  - your abilities
  - your interests
  - your values
  - your career interests
  - your geographic preferences
  - cost

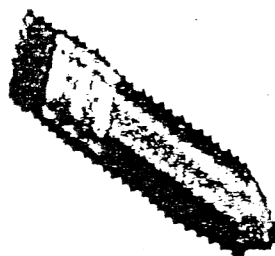
3

## Use the Web to Help You Make Choices

- Peterson's Education Center, [www.peterson.com](http://www.peterson.com)
  - offers detailed information on college programs
- CollegeNet, [www.collegenet.com](http://www.collegenet.com)
  - helps you research schools according to region, cost and programs
- CollegeEdge, [www.collegeedge.com](http://www.collegeedge.com)
  - full of fun facts about college
- FastWeb, [www.studentservices.com/fastweb/](http://www.studentservices.com/fastweb/)
  - offers financial aid information
- Financial Aid Information, [www.finaid.org](http://www.finaid.org)
  - ultimate financial aid source

4

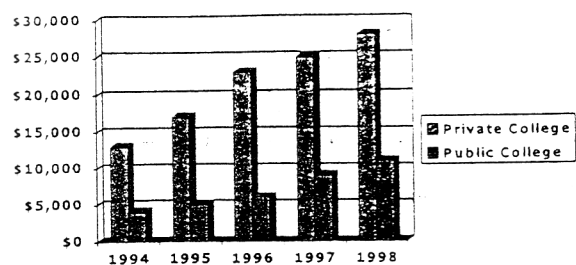
## How to Complete an Application...



- Type or neatly print all application forms
- Describe your interests, talents and hobbies
- Offer the admissions staff reasons you are well suited to the school

5

## Tuition Rises Every Year...



6

## Apply for Financial Aid...



- College Work-Study
- Tuition Assistance Program
- Educational Opportunity Program
- Aid for Part-Time Students
- Higher Education Opportunity Program

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## Illustration B

### How to Plan for College

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Introduce yourself.

Explain the purpose of today's presentation.

**Off to College!**