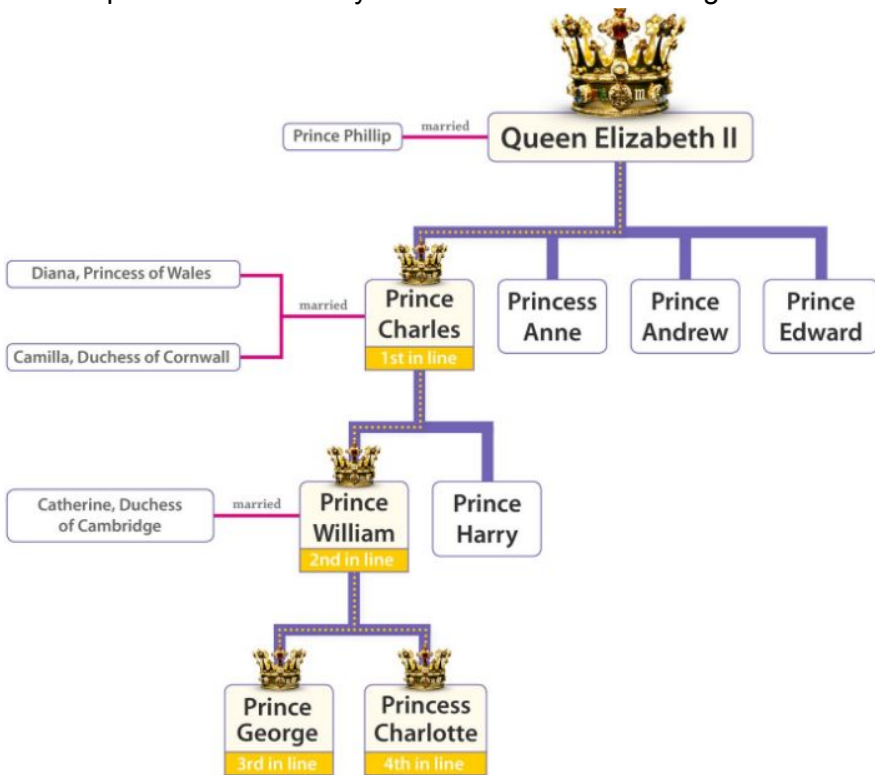s.knight

| | Task Sheet | Completed |
|---|---|---|
| 1 | Create a new blank Powerpoint | |
| 2 | Save the Powerpoint to your drive with the filename Royal | |
| 3 | Change the design theme to a design of your choice | |
| 4 | On the title slide enter the title 'The Royal Family' | |
| 5 | Create a new slide with a title and content layout | |
| 6 | On slide 2 enter the title 'What is the role of the Royal Family?' | |
| 7 | On slide 2 enter the following text as bullet points.<br>● Members of the Royal Family support The Queen in her many State and national duties<br>● They also carry out important work in the areas of public<br>● Charitable service<br>● Helping to strengthen national unity and stability. | |
| 8 | On slide 2 apply title case to all the text in the bulleted list | |
| 9 | Create a new slide with title and content layout. Give this slide the title 'Royal Family Tree' | |
| 10 | On slide 3 Insert a Hierarchy Organisational chart | |
| 11 | Add shapes to the Hierarchy chart to enter the following information<br> | |

| 12 | Search the internet for a suitable image of a crown. Use the slide master to add the crown to the bottom right of every slide | |
|---|---|---|
| 13 | Insert a new slide with the layout title and content | |
| 14 | On slide 4 add the title 'Royal Revenue' | |
| 15 | On slide 4 insert a clustered column chart using the following data | |

|  | Price in millions (£) |
|---|---|
| Cost of Royal Family | 37.5 |
| Tourist Revenue Generated by Royal Family | 500 |

| 16 | On the chart change the column colour to a colour of your choice | |
|---|---|---|
| 17 | On the chart add the title 'Cost versus Revenue' | |
| 18 | Change the chart type to a 2d bar chart | |
| 19 | Change the chart background to a colour of your choice | |
| 20 | Insert a new blank slide | |
| 21 | On slide 5 insert 4 rectangles | |
| 22 | Group the rectangles on slide 5 | |
| 23 | Hide slide 5 | |
| 24 | Insert a footer with your name | |
| 25 | On slide 2 enter the note 'Prince Charles is next in line to the throne' | |
| 26 | Add slide numbers to all slides | |
| 27 | On slide 1 change the font of the title to verdana | |
| 28 | Switch to slide sorter view | |
| 29 | Move slide 3 to be in slide 2 position | |
| 30 | Add transitions to all slides | |
| 31 | On slide 4 add an entrance effect to the chart | |
| 32 | On slide 3 change the bulleted list to a numbered list of your choice | |
| 33 | Change the output to overhead | |

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| 34 | Change the user information to display your name | |
| --- | --- | --- |
| 35 | Save your presentation | |