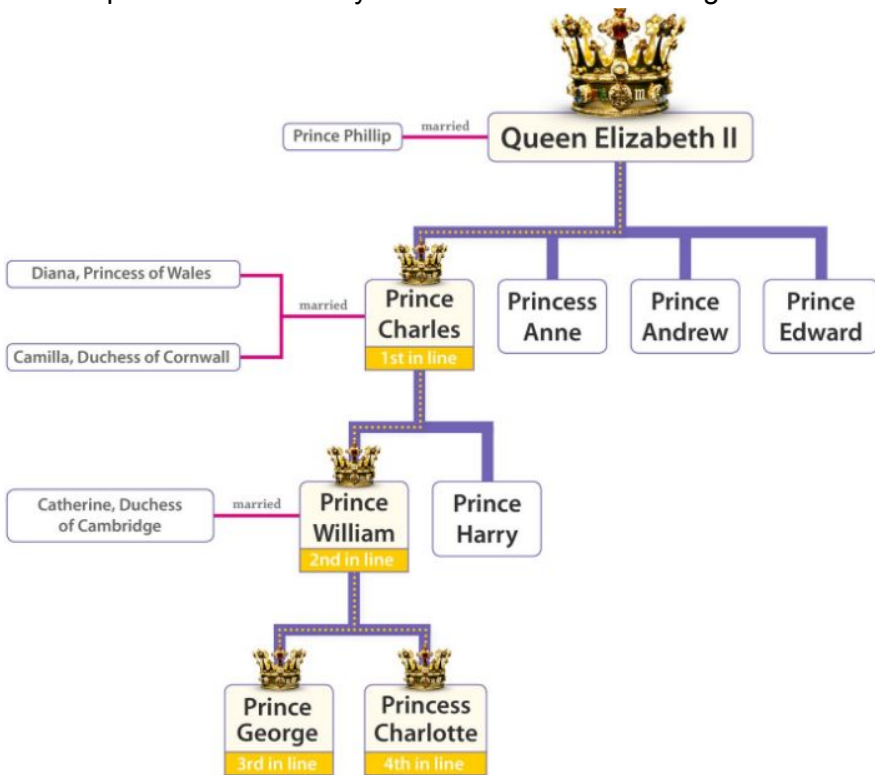


	Task Sheet	Completed
1	Create a new blank Powerpoint	
2	Save the Powerpoint to your drive with the filename Royal	
3	Change the design theme to a design of your choice	
4	On the title slide enter the title 'The Royal Family'	
5	Create a new slide with a title and content layout	
6	On slide 2 enter the title 'What is the role of the Royal Family?'	
7	On slide 2 enter the following text as bullet points. <ul style="list-style-type: none"> Members of the Royal Family support The Queen in her many State and national duties They also carry out important work in the areas of public Charitable service 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 <div>  <p>The diagram is a hierarchical chart of the Royal Family. At the top is Queen Elizabeth II, with a crown icon above her name. To her left, connected by a horizontal line labeled 'married', is Prince Phillip. Below Queen Elizabeth II, a vertical line descends and then branches into four horizontal lines, each leading to a box: Prince Charles, Princess Anne, Prince Andrew, and Prince Edward. Prince Charles has a crown icon above his name and a yellow box below it that says '1st in line'. To his left, connected by a horizontal line labeled 'married', is a box containing 'Diana, Princess of Wales' and 'Camilla, Duchess of Cornwall'. Below Prince Charles, a vertical line descends and then branches into two horizontal lines, each leading to a box: Prince William and Prince Harry. Prince William has a crown icon above his name and a yellow box below it that says '2nd in line'. To his left, connected by a horizontal line labeled 'married', is a box containing 'Catherine, Duchess of Cambridge'. Below Prince William, a vertical line descends and then branches into two horizontal lines, each leading to a box: Prince George and Princess Charlotte. Both Prince George and Princess Charlotte have crown icons above their names and yellow boxes below them that say '3rd in line' and '4th in line' respectively.</p> </div>	

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		

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