**Microsoft PowerPoint 2007 – Performance Exam**

**Building a Presentation in Outline View and Adding and Animating Clip Art**

**Purpose:** To demonstrate the ability to build a presentation in Outline view, to add clip art, and to animate clip art.

**Problem:** You have been hired to develop a technology plan for a local chain of clinics. The plan covers the next five years and is designed to bring the chain up-to-speed with current technology. You are going to make a presentation at a meeting of the chain’s board of directors. (**Note**: Requested clip art files may be replaced with substitutes.)

**Instructions:** Perform the following tasks.

**Note**: Requested clip art files may be replaced with substitutes.

1. Create a presentation using the Trek document theme.

2. Create a title slide with the following information, replacing the text, Your Name, with your own name in the subheading. Animate the title using the Checkerboard Across effect.

 More-Moni Clinics, Inc.

Technology Plan

 Your Name

 Beyond 2005

3. Type your presentation on the technology plan in Outline view. The outline is shown in Figure PP2B – 1.

4. On Slide 2, change the slide layout to Title, Text & Clip Art, and insert a medical sign clip art. Resize it appropriately. Animate this clip art to fly from the left with laser sound effects.

5. On Slide 3, change the slide layout to Title, Text & Clip Art, and insert a computer clip art. Resize it appropriately. Animate this object to zoom in with whoosh sound effects.

6. On Slide 4, change the bulleted list font size to 24.

7. On Slide 5, change the slide layout to Title and Text over Content, and insert a telephone clip art. Adjust the position of the clip art to create a pleasing slide.

1. On Slide 6, change the slide layout to Title, Clip Art & Text, and add an Internet clip art. Animate this object to spiral in with wind sound effects.
2. Apply a slide transition of slow Blinds Vertical to the entire slide show.

10. Check the spelling of your presentation.

11. Save the presentation on your disk using the file name, Yourname – Lab Test B – PP Project 2, where Yourname is your own last name.

12. Upload your PowerPoint presentation to the *Dropbox*.

More-Moni Clinics, Inc. Technology Plan

1. More-Moni Clinics, Inc.

 a. Health care information systems

 b. Goals for the year 2009

 c. Five-year technology plan

2. Main Areas of Focus

 a. Overall infrastructure

 b. Communications

 c. Training and learning

3. Overall Infrastructure

 a. Integration of all computer systems through networking

 1. Labs, medical records, and workstations

 2. Administrative and doctors’ offices

 b. Windows 2000 environment

 c. Office suite

 1. Perfect Office

 2. Microsoft Office

4. Communications

 A. Revamp entire telephone system

 1. Automated Voice Paging

 2. Directed Call Forwarding

5. Training and Learning

 a. Computerized classrooms

 b. Interactive classrooms (two-way video and audio)

 1. Connect to other clinics via the Internet

 2. Connect to local college sites via the Internet

**Figure PP2B** **–** **1**