

Office 2016 Integrated Applications – Project 3

Creating a Company's Presentation

In this project, you will create a presentation for the Top't Corn popcorn company using resources from a Word document and an Excel file. First, you will format an outline in Word so it can be imported as slides and content for the presentation. You will format the look of the text before and after importing and use *Format Painter* to copy and paste formatting between slides. Next, work with data in Excel, adding formulas and creating a table and a chart. Finally, you will copy and paste the chart and table data from Excel into your PowerPoint presentation.

Skills needed to complete this project:

Word Skills

- Apply heading styles
- Change the color theme

PowerPoint Skills

- Import slides from a Word outline
- Change the font
- Align text
- Use Format Painter
- Change slide layout
- Add a table to a slide
- Paste data from Excel
- Change font color
- Paste a chart from Excel
- Move an object on a slide

Excel Skills

- Enter text and numbers in cells
- Create a formula using multiplication
- Use an absolute reference in a formula
- Copy a formula
- Format data as a table
- Sort data in a table
- Use the AVERAGE function in a formula
- Use the SUM function in a formula
- Apply a number format
- Modify the font size
- Autofit columns
- Create a PivotTable using a Recommended PivotTable
- Create a pie chart
- Hide the chart title
- Apply a chart style

IMPORTANT: Download the resource file needed for this project from the **Resources** link. Be sure to extract the file after downloading the resources zipped folder. Please visit **SIMnet Instant Help** for step-by-step instructions.

Step 1 Download start file

1. Open the start file **OF2016-Integrated-Project3**. 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.

Download Resources

3. Open the **Top't Corn Outline** Word document from the location where you saved the data files for this project (downloaded from the **Resources** link).
 - a. Apply the **Heading 1** style to numbered items in the list.
 - b. Apply the **Heading 2** style to the lettered items in the list.

- c. Change the color theme of the document to **Red Orange**.
 - d. Save the document with the name **Top't Corn Outline for Import**. Close the document.
 - e. Return to the *PowerPoint* presentation you downloaded from **SIMnet**.
4. Import the **Top't Corn Outline for Import** Word file into **OF2016-Integrated-Project3** presentation.
- a. Use **Slides from Outline...** option to import the **Top't Corn Outline for Import** file.
Note: When you are finished with this step, your presentation should contain **10** slides. If it does not, your project will not grade properly and you may lose a significant number of points. Check your work carefully.
 - b. Verify that the **Heading 1** style items from the Word file appear as the titles, **Heading 2** style items appear in the body.
 - c. Verify that the title font on the imported slides appears to be an **Red Orange** color.
 - d. Select the title placeholder on Slide 2 (the placeholder with the word **Overview**). Change the font to *Calibri* and left align the text.
 - e. With the title placeholder still selected, use **Format Painter** to copy the formatting and paste the formatting each of the title placeholders on Slides 3 through 10.
5. Open the **OldBayMDSales** Excel file (downloaded from the **Resources** link) and create a table to copy into *PowerPoint*.
- a. Go to the *OldBaySales* worksheet. In cell **C1**, type: **Total Sale**
 - b. In cell **E1**, type: **Price**
 - c. In cell **F1**, type: **\$9.00**
 - d. In cell **C2**, enter a formula to calculate the total sale. Multiple the quantity sold (cell **B2**) by the price per box (cell **F1**). You are going to copy this formula to cells **C3:C9**, so use relative and absolute references as appropriate.
 - e. Copy the formula in cell **C2** to cells **C3:C9**.
 - f. Format the data in cells **A1:C9** as a table using any style.
 - g. Sort the table data by values in the quantity column so the largest number is at the top.
 - h. In cell **E3**, type: **Average Quantity**
 - i. Enter a formula in cell **F3** to calculate the average of cells **B2:B9**.
 - j. In cell **E4**, type: **Total Sales**
 - k. Enter a formula in cell **F4** to calculate the sum of cells **C2:C9**.
 - l. Apply the *Currency* number format to cell **F4**.
 - m. Select cells **A1:F9** and change the font size to **18**.
 - n. Autofit all columns so the data are completely visible.
 - o. Copy cells **A1:F9**.
 - p. Save the Excel file, but leave it open.

6. Return to the PowerPoint presentation and navigate to Slide 8.
 - a. Change the layout for **Slide 8** to **Title and Content**.
 - b. Add a table to the slide with six columns and nine rows.
 - c. Paste the data you copied from Excel into the table, and select **Use Destination Style** paste option.
 - d. Where necessary, change the text in the header row to **bold, White, Background 1** (the first color in the first row of theme colors).
 - e. Save the PowerPoint presentation, but do not exit PowerPoint yet.
7. Return to the **OldBayMDSales** Excel file and create a **chart** from the data in the *TruffleSales* worksheet.
 - a. Create a *PivotTable* from the data in the *TruffleSales* worksheet. Use the first (only) recommended *PivotTable* – **Sum of Quantity by State**.
 - b. Create a *2-D pie PivotChart* from the *PivotTable* data.
 - c. Hide the chart title.
 - d. Apply the chart Quick Style, **Style 11**.
 - e. Copy the chart.
 - f. Save and close the **Excel** file.
8. Return to the PowerPoint presentation and navigate to Slide 9.
 - a. Change the layout for **Slide 9** to **Title Only**.
 - b. Paste the chart you copied from Excel into the slide. Use the **Keep Source Formatting & Embed Workbook** paste option.
 - c. Drag the chart down so it is positioned in the middle of the slide.
9. Save and close the presentation.
10. Upload and save your **project file**.
11. Submit project for grading.

Step 3
Grade my
Project

Step 2
Upload &
Save