



Participant's name: \_\_\_\_\_

### Instructions

To begin with, read the entire task carefully. While performing the tasks, you may use handbooks, notes and help-functions. Finally, make sure that you have completed each task and that you have saved your work to the correct folder. When finished, please return all papers to the supervisor.

The test files are found in the following folder:

\_\_\_\_\_

Save all the test files to the following folder:

\_\_\_\_\_

Save all files as **filename\_lastname**. The filename is given in the task; "lastname" is replaced by your own last name.

**The examination time is 45 minutes.**

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### Task

Your task is to prepare a four slide presentation for Berry Field Ltd.

- Design a presentation by choosing uniform font, fontsize and colours.
- Design the background of the presentation by using gradient with two colours.
- Pay attention to coherent appearance of the whole slide show.
- Use existing slide structures in every slide.
- Add your name and slide numbering to the footer of the slides. Make sure that the footer is shown in every slide.
- Set the slides to change automatically after 2 seconds

#### Slide 1

Title the first slide as **Berry Field Ltd**. Add an image named **blueberry**. Frame the image with colored, distinctive outline.

#### Slide 2

The title is **Company history**. Type the following text using bullets.

- The company started with mutual interest and smooth collaboration between friends
- Preservation hints of old relatives were brought in a daylight with successful outcome
- The recipes of granny Ruusa ensure the delightful flavours





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**Slide 3**

The third slide is titled as **Berry family**. Draw a blueberry and a lingonberry using the drawing tools of your program:

- Draw the berries with short stems and leaves.
- Use different filling colors for different parts of the images.
- Group the drawings into one object (so that you can copy and move them around as one image).
- Insert the texts **Blueberry** and **Lingonberry** below the images.

**Slide 4**

Title the last slide as **Product family**. Insert or copy the text from a file named **productfamily**. Copy the images from the previous slide to this slide.

Print the presentation as a handout: 4 slides per page.

Save the presentation as **berryfield\_lastname**

Thank you for accomplishing the task. Please make sure to return all documents, attachments and printouts to the supervisor.