Exercise #   : 104A
Level   : PowerPoint Basics
Objective   : To practice and utilize basic features of PowerPoint presentation
Compatibility   : PowerPoint 2010 or >

Instruction:

- As instructed by your instructor, open the source for creating the presentation.
- Open PowerPoint and create a new presentation.
- Use the article title as the title for the Presentation.
- In subtitle: a) Add your name b) Today's date.
- Under the design tab select the theme "Equity" and choose "Technic" from the color variant.
- Insert a new slide with the layout "Title and Content".
- Type the title as "TIMELINE"
- In the content select the table icon and insert a table of 5 rows and 2 columns.
- Copy the data from the article on the right and paste it as unformatted text in the first cell of the table.
- Remove hyperlinks from the cells and change the font of the header to white color and increase font size to 24.
- Adjust the column width to make sure the text is displayed in one line.
- Add a new slide with "Section Header" layout and add the title as "Highlights of Budget". Delete the other sub-title box.
- Add a new slide with the layout "Title Only". Add the title as "TAX" and align to center and also underline it.
- Add a text box below and add 5 major points from the 2nd article.
    - 1% Service charge –Luxury Cars >10 Lakhs
    - 4% High capacity tax for SUVs
    - Companies with <5 Crore revenue – 29% plus surcharge
    - Excise 1% - jewellery
    - 0.5% Krishi Kalyan Cess
- Apply Arrow bullets and increase the font to 24 and also the line spacing to 1.5.
- Change the height of the text box to 4 and width to 8. Align the textbox to center and middle.
- Similarly make slides for Personal Finance, Education, Investment and Infrastructure and Agriculture.
- Add a slide (slide no.9) with the layout "Picture with caption". Add "FOR ANY QUESTIONS IN FUTURE PLEASE CONTACT" as title and in subtitle add "9985130004".
- Google a picture which describes 'thank you' and insert it in the content of the slide.

- Go to the design tab and change the design to "Median" and save the file.

Save the final presentation with your name and the exercise # and send it for evaluation to info@upskilltechnologies.com

Upskill Technologies
Tolichowki, Hyderabad
www.upskilltechnologies.com
Ph: +91-9985130004