**EXERCISE 1**

You work for an international car hire company called Argon Hire. You are going to set up a presentation for use in the company’s reception area.

1. Set up a new presentation of **3 slides**. The **slide master** must have a light green background and your name and today’s date in small black text in the bottom left corner. Place the auto slide number at the bottom right of each slide. Place clipart on the master slide as a logo at the top right of each slide.
2. Set the following styles of text throughout the entire presentation:

**Heading:** Black, Left aligned, large font(66 point)

**Subheading:** Black, left aligned, medium font (44 point)

**Bulletted list:** Black, left aligned, small font ( 32 point)
 Use a bullet of your choice.
3. **On the first slide:**
	1. Enter the heading **Argon Hire**
	2. Enter the subheading Experts **in the area of car hire for the past 6 years** below the heading.
4. **On the second slide:**
	1. Enter the heading **Our weekly hire charges** in the same style as the first slide.
	2. Produce a column chart on the left side of the slide from the following data:

|  |  |
| --- | --- |
| Model | Cost |
| Mini | 41.80 |
| Economy | 42.90 |
| Compact | 50.60 |
| Intermediate | 62.40 |
| Jeep Wrangler | 97.50 |
| Minivan | 111.80 |
| Fullsize | 120.15 |
| Premium | 131.60 |
| Luxury | 137.75 |

1. Produce a list on the right side of the slide, as shown below:

	* + Many cars to choose from
		+ All wıth full insurance
		+ Daily rates quated
		+ Weekly rates available
2. Draw a green line between the chart and the list on this slide. This should separate the chart from the bulleted list.
3. The bullets should be set to appear one at a time.

**On the third slide:**
4. Enter the heading **Various pick up points** in the same style as the first slide.
5. Enter the following bulletted list on the left side of the slide:

	* + **At he airport**
		+ **At your hotel**
		+ **At your villa**
		+ **At our main office**
6. Insert any **clipart** related with the heading **car**
Resize and position it so that it almost fills the right half of the slide underneath th eheading.

 **For the whole presentaion:**
7. Use the **same transition effect** between slides.
8. Use **one animation effect on the title** of **all** slides.
9. Save the presentaion using a file name===🡺 stdnoexercise1.pptx