

How to Wash a Car



New Skills Reinforced:

In this activity, you will practice how to:

1. enter text using text boxes.
2. insert a new slide.
3. run a slide show.
4. save a presentation.
5. print using handouts.



OBJECTIVE:

To create a PowerPoint presentation that describes how to wash a car



PROJECT SCENARIO:

Washing your car by hand can be a fun activity. Washing it correctly and keeping it clean is an important step in keeping your car's looks in tip-top condition. Besides being costly, commercial car washes can scratch the paint and strip the top-coat off of your car's finish. The best idea is for you to take some time to wash your car correctly yourself and save some money along the way. In this project, you will create a PowerPoint presentation that summarizes the process of washing a car.



STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Use a maximum of one or two fonts (typefaces) throughout the presentation.
2. Choose a font (typeface) that coordinates with the message you are delivering.
3. Keep all of the headlines the same point size on each slide.
4. For the body text on each slide, use a point size that can be easily read.



BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.
2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.
3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.



Project #1: How to Wash a Car



INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 1 – CAR WASH.**
3. Edit **slide 1.**



Using separate text boxes, key the text as shown.



Place text box 2 in the bottom right corner.

1	How to Wash a Car
2	Presented by: [Your name] [Project number and title] [Current date]

4. Insert **slide 2.**



Using separate text boxes, key the text as shown.

1	Materials You Will Need:
2	2 large buckets 2 thick sponges Car wash soap 4 towels Car wax Glass cleaner Hose Shady area (or time in the evening)



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5. Insert **slide 3**.



□ Using separate text boxes, key the text as shown.

1	Step One: Prepare the Car
2	Move car to a shady area. Fill one bucket with water and car soap. Fill one bucket with plain water. Spray water over the car to loosen dirt.

6. Insert **slide 4**.



□ Using separate text boxes, key the text as shown.

1	Step Two: Wash the Car
2	Soak the entire sponge in soapy water. Wash the car by section beginning at the top. To minimize swirls, do not use a circular motion. Rinse sponge when it becomes dirty. When section is complete, rinse with a hose. Dry the entire car with a fresh towel.

7. Insert **slide 5**.



□ Using separate text boxes, key the text as shown.

1	The Finishing Touches
2	Use a squeegee to clean windows. For an extra shiny look, apply wax. Use chrome polish for your rims. Use a tire spray product for shiny tires.



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8. Insert **slide 6**.



□ Using separate text boxes, key the text as shown.

1	Helpful Tips
2	Conserve water by not leaving the hose running. Do not use dish soap. It can strip the protective coating. Don't forget to shut all doors and windows. Consider washing an extra-dirty car twice. Use rubbing alcohol to remove water spots from mirrors.

9. Resave the presentation.

10. Run the slideshow and proofread your work carefully for accuracy, design, and format.

11. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

12. If required, present this presentation to your instructor and/or your class.