PROJECT #15

Approximate Completion Time: 2.5 - 3 hours

Buying Your First Car

New Skills Reinforced:

In this activity, you will practice how to:

1. apply custom animation to graphics.
2. apply a sound to an animation effect.

OBJECTIVE:

To create a PowerPoint presentation comparing two cars you would like to some day purchase

PROJECT SCENARIO:

For the past seventeen years, you and your parents have been depositing money into a savings account for you to use to buy a car. The time has come, and you have learned you have $20,000 and not a penny more to spend on a car. Your parents are prepared to give you the money; however, they are first asking you to do some research on the two cars you have it narrowed down to. In this project, you will prepare a PowerPoint presentation to your parents about the two cars you are considering.

STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. While conducting research for both cars, be sure to consider the amount you can afford.
2. In order to not distract the audience, do not apply custom animation to every graphic in your presentation.
3. There are many Web sites available for researching your cars; however, you may want to visit *www.Edmunds.com* and *www.autotrader.com* as a starting point.

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 15: Buying Your First Car

INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.

2. Save the presentation as **PROJECT 15 – CAR PURCHASE.**

3. Edit **slide 1**.

- ❑ *Using separate text boxes, key the text as shown.*

- ❑ *Place text box 2 in the bottom right corner.*
- ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 **A comparison of two cars I would like to own: a** *[vehicle #1]* **and a** *[vehicle #2]*.

2 **Presented by:** *[Your name]*

[Project number and title]

[Current date]

4. Insert **slide 2**.

- ❑ *Using separate text boxes, key the text as shown.*

- ❑ *Insert a photo image of each car you are comparing. If photos are not available, use equivalent clipart images.*
- ❑ *Place each photo image underneath its corresponding vehicle name.*
- ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 *[Vehicle #1]*

vs.

2 *[Vehicle #2]*

5. Insert **slide 3**.

❑ *Using separate text boxes, key the text as shown.*

❑ *Insert a photo image of vehicle #1 on this slide. If photo is not available, use equivalent clipart image.*

❑ *Apply custom animation to the vehicle image; for example, your vehicle can "fly in" from the left.*

❑ *Apply a sound to the animation effect (optional).*

❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 **Let's look at** *[vehicle #1]*.

2 *[Create a two to three sentence paragraph introducing why you are considering purchasing this vehicle.]*

6. Insert **slide 4**.

❑ *Using separate text boxes, key the text as shown.*

❑ *Format text box 3 using the graphic image of the vehicle as bullets.*

❑ *Apply a different custom animation to each bullet in text box 3.*

❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*

❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 **Safety features of the** *[vehicle #1]*.

2 **The safety rating of the** *[vehicle #1]* **is** *[key the safety rating]*. **Below are some of the important safety features this car has:**

3 *[Create a list of at least five safety features of the vehicle.]*

7. Insert **slide 5**.

- ❑ *Using separate text boxes, key the text as shown.*
- ❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
- ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 **Technology and Entertainment Features of the** *[vehicle #1]***.**

2 **The** *[vehicle #1]* **is a car equipped with lots of great technology and entertainment. Listed below are some of its features:**

3 *[Include a list of the technology and entertainment features; for example, navigation system, parking sensors, iPod integration, etc.]*

4 *[Below the list of features, compose a three to five sentence paragraph describing why these features are important to you.]*

8. Insert **slide 6**.

- ❑ *Using separate text boxes, key the text as shown.*
- ❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
- ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 **Specifications of the** *[vehicle #1]***.**

2 *[Compose a three to five sentence paragraph that includes the following information:*

-Manual or automatic transmission

-Type of engine

-How much horsepower

-Maximum cargo capacity

-Any additional information.]

9. Insert **slide 7**.

❑ *Using separate text boxes, key the text as shown.*

❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*

❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 **City vs. Highway Miles Per Gallon of the** *[vehicle #1].*

2 **City MPG** *[key the city mpg]*

Highway MPG *[key the highway mpg]*

3 **Average price per gallon of gas:** *[key answer]*

Average miles per week I drive: *[key answer]*

Total weekly gas bill: *[Divide the average miles per week by the city or highway mpg and multiply this answer by the average price per gallon of gas.]*

10. Insert **slide 8**.

❑ *Using separate text boxes, key the text as shown.*

❑ *Insert a photo image of vehicle #2 on this slide. If photo is not available, use equivalent clipart image.*

❑ *Apply custom animation to the vehicle image.*

❑ *Apply a sound to the animation effect (optional).*

❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 **Now let's look at** *[vehicle #2].*

2 *[Compose a two to three sentence paragraph introducing why you are considering purchasing this vehicle.]*

11. Insert **slide 9**.

- ❑ *Using separate text boxes, key the text as shown.*
- ❑ *Format text box 3 using the graphic image of the vehicle as bullets.*
- ❑ *Apply a different custom animation to each bullet in text box 3.*
- ❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
- ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**Safety features of the** *[vehicle #2]*.
2	**The safety rating of the** *[vehicle #2]* **is** *[key the safety rating]*. **Below are some of the important safety features this car has:**
3	*[Create a list of at least five safety features of the vehicle.]*

12. Insert **slide 10**.

- ❑ *Using separate text boxes, key the text as shown.*
- ❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
- ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**Technology and Entertainment Features of the** *[vehicle #2]*.
2	**The** *[vehicle #2]* **is a car equipped with lots of great technology and entertainment. Listed below are some of its features:**
3	*[Include a list of the technology and entertainment features; for example, navigation system, parking sensors, iPod integration, etc.]*
4	*[Below the list of features, compose a three to five sentence paragraph describing why these features are important to you.]*

13. Insert **slide 11**.

❑ *Using separate text boxes, key the text as shown.*

❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*

❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 **Specifications of the** *[vehicle #2].*

2 *[Compose a three to five sentence paragraph that includes the following information:*

-Manual or automatic transmission

-Type of engine

-How much horsepower

-Maximum cargo capacity

-Any additional information.]

14. Insert **slide 12**.

❑ *Using separate text boxes, key the text as shown.*

❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*

❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1 **City vs. Highway Miles Per Gallon of the** *[vehicle #2]*

2 **City MPG** *[key the city mpg]*

Highway MPG *[key the highway mpg]*

3 **Average price per gallon of gas:** *[key answer]*

Average miles per week I drive: *[key answer]*

Total weekly gas bill: *[Divide the average miles per week by the city or highway mpg and multiply this answer by the average price per gallon of gas.]*

15. Insert **slide 13**.

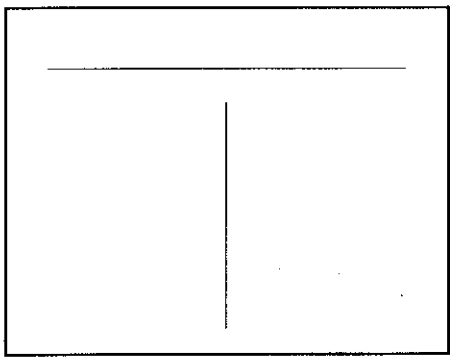
- ❑ *Using the line tool, draw a horizontal line 1 inch from the top of the slide (as shown in Figure 15-1).*
- ❑ *Below the horizontal line, divide the slide in half with a vertical line (as shown in Figure 15-1).*

- ❑ *Using separate text boxes, key the text as shown.*

- ❑ *Center align text box 1 above the horizontal line.*
- ❑ *Place text box 2 to the left of the vertical line.*
- ❑ *Place text box 3 to the right of the vertical line.*
- ❑ *Place text box 4 to the left of the vertical line.*
- ❑ *Place text box 5 to the right of the vertical line.*
- ❑ *Insert a photo image of each car above its corresponding price (if photos are not available, use equivalent clipart images).*
- ❑ *Group text box 4 and its corresponding image.*
- ❑ *Custom animate the grouped object.*
- ❑ *Group text box 5 and its corresponding image.*
- ❑ *Custom animate the grouped object.*
- ❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
- ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**Final Costs**
2	*[vehicle #1]*
3	*[vehicle #2]*
4	*[Key the cost of vehicle #1]*
5	*[Key the cost of vehicle #2]*

FIGURE 15-1



16. Insert **slide 14**.

- ❑ *Using separate text boxes, key the text as shown.*

- ❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
- ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	*[Include a concluding statement thanking your audience for viewing the presentation.]*

17. Resave the presentation.

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

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

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