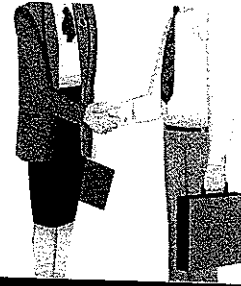


# Tips on How to Dress for Success



## OBJECTIVE:

To create a PowerPoint presentation with tips on how to dress for success

## New Skills Reinforced:

In this activity, you will practice how to:

1. change the animation order.
2. hide a graphic after custom animation.

## PROJECT SCENARIO:

Knowing exactly what to say in an interview is only half of what it takes to get the job you have always wanted. Looking the part and dressing for success is just as important, and in this project, you will create a PowerPoint presentation with tips on how to dress for success.

## STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Choose consistent graphics throughout the presentation.
2. Coordinate fonts, colors, and slide backgrounds to be consistent.

## 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 23: Tips on How to Dress for Success



## INSTRUCTIONS:

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

2. Save the presentation as **PROJECT 23 – SUCCESS**.

3. Edit **slide 1**.



Using separate text boxes, key the text as shown.



Place text box 3 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 How to Dress for Success

2 Looking the part and dressing for success is just as important as saying all of the right things during an interview. This presentation will give you the important tips you need to know on how to put your best foot forward.

3 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 graphic image of each item in text box 2.

Resize the graphic image so that it is in proportion to the other elements on this slide.

Group each graphic and its corresponding text.

Custom animate each grouped graphic and text to enter separately with a sound.

Custom animate each graphic to hide after the mouse click.

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 Dressing for Success Tips for Guys

2 What you will need:  
Dress shirt  
Suit jacket  
Necktie  
Briefcase  
Dress pants  
Polished dress shoes  
Belt  
Groomed hair  
Matching dress socks

## Project 23: Tips on How to Dress for Success

### 5. Insert **slide 3**.

  Using separate text boxes, key the text as shown.

-   Copy and paste the graphics from slide 2.
- Custom animate the graphics to appear in the order shown in graphics 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 **Putting It All Together**


2 **Here's how to put your outfit together (in this order):**

3

- [graphic of dress pants]
- [graphic of dress shirt]
- [graphic of belt]
- [graphic of necktie]
- [graphic of dress socks]
- [graphic of polished dress shoes]
- [graphic of suit jacket]
- [graphic of briefcase]
- [graphic of groomed hair]

### 6. Insert **slide 4**.

  Using separate text boxes, key the text as shown.

-   Insert a graphic image of each item in text box 2.
- Resize the graphic image so that it is in proportion to the other elements on this slide.
  - Group each graphic and its corresponding text.
  - Custom animate each grouped graphic and text to enter separately with a sound.
  - Custom animate each graphic to hide after the mouse click.
  - 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 **Dressing for Success Tips for Gals**


2 **What you will need:**

- Dress shirt or blouse
- Suit jacket
- Accessories (jewelry, scarf, watch)
- Briefcase
- Skirt or dress pants
- Polished dress shoes
- Groomed hair
- Panty hose or dress socks

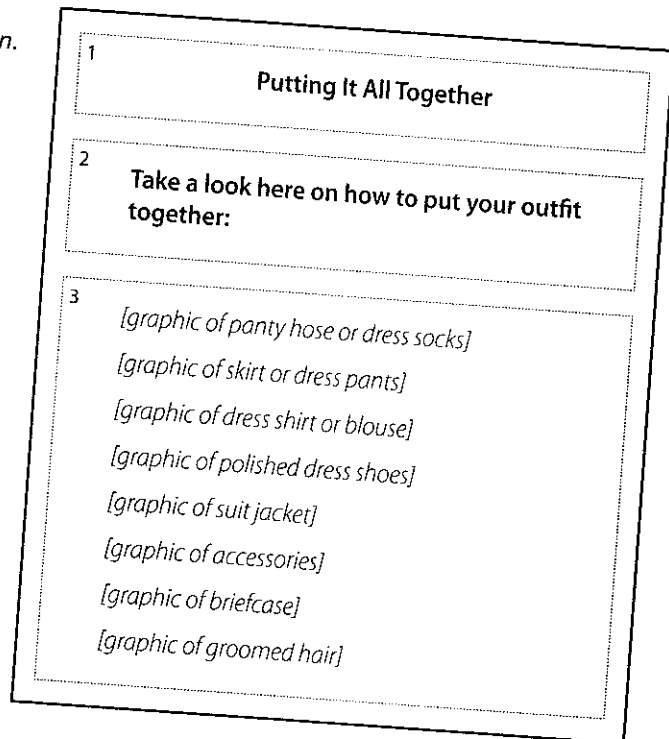


## Project 23: Tips on How to Dress for Success

### 7. Insert **slide 5**.

  Using separate text boxes, key the text as shown.

- Copy and paste the graphics from slide 4.
- Custom animate the graphics to appear in the order shown in graphics 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 Putting It All Together

2 Take a look here on how to put your outfit together:

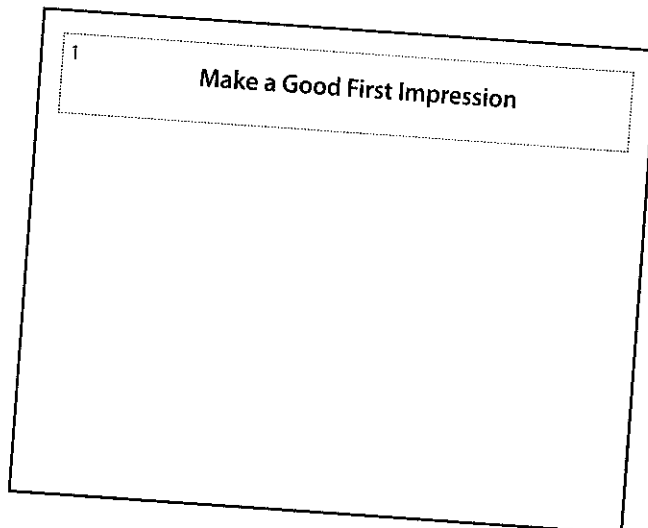
3

- [graphic of panty hose or dress socks]
- [graphic of skirt or dress pants]
- [graphic of dress shirt or blouse]
- [graphic of polished dress shoes]
- [graphic of suit jacket]
- [graphic of accessories]
- [graphic of briefcase]
- [graphic of groomed hair]

### 8. Insert **slide 6**.

  Using separate text boxes, key the text as shown.

- Insert two photo images of both a well-dressed business man and woman. If photos are not available, use equivalent clipart images.
- 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 Make a Good First Impression

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.