



# What Made It in 2007?



## OBJECTIVE:

To create a PowerPoint presentation that summarizes a variety of "Top 5" lists from 2007

## New Skills Reinforced:

In this activity, you will practice how to:

1. use numbered lists.
2. format numbered lists.
3. format bulleted lists.
4. change line spacing.



## PROJECT SCENARIO:

It's always interesting to see what things in our society make it to "the top of the list." From the MTV® Music Awards to the Grammys, we can't wait to see what songs made it big at year-end. In this project, you will create a PowerPoint presentation that showcases a variety of "Top 5" lists from 2007. To make the lists more visually appealing and easier to read, you will showcase the lists included in this project by using the bullets and numbering feature.



## STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Choose bullets that are appropriate to the content of the slide.
2. For subheadings, use a slightly larger point size from the body text, yet slightly smaller than the headline text.
3. Use a maximum of one or two fonts (typefaces) throughout your presentation.
4. Use consistent design and typestyle elements throughout your presentation.



## 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 3: What Made It in 2007?



## INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 3 – TOP FIVE**.
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	What Made It in 2007?
2	This slideshow highlights some of the things that made it to the "Top 5" in the year 2007.
3	Presented by: [Your name] [Project number and title] [Current date]

4. Insert **slide 2**.



Using separate text boxes, key the text as shown.




- Format text box 2 using custom bullets.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.


1	Top 5 Video Games of 2007
2	Halo 3 The Orange Box Rock Band Super Mario Galaxy BioShock



## Project 3: What Made It in 2007?


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


  Using separate text boxes, key the text as shown.

-   Format text box 2 as a numbered list.  
 Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Top 5 Gadgets of 2007
2	Apple iPhone Nikon Coolpix Netgear WiFi Skype Phone Palm Centro Sony Handy Cam


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


  Using separate text boxes, key the text as shown.

-   Format text box 2 using custom bullets.  
 Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Top 5 Fashion "Must Haves" of 2007
2	Tent dress White sunglasses High-waisted jeans Clutch bag Ankle boots

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

  Using separate text boxes, key the text as shown.

-   Format text box 2 as a numbered list with a parenthesis.  
 Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Top 5 Shopping Web Sites of 2007
2	Ebay.com Craigslist.com Amazon.com Walmart.com Shop.com



## Project 3: What Made It in 2007?

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8. Insert **slide 6**.



Using separate text boxes, key the text as shown.



Change the line spacing in text box 2 to two lines.

Format text box 2 using custom bullets.

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

A preview of slide 6, showing two text boxes. The first box contains the title 'Top 5 Grossing Movies of 2007'. The second box contains a list of five movies: Spider-Man 3, Shrek the Third, Transformers, Pirates of the Caribbean: At World's End, and Harry Potter and the Order of the Phoenix. The slide number '6' is visible in the top left corner of the slide frame.

1 Top 5 Grossing Movies of 2007

2 Spider-Man 3  
Shrek the Third  
Transformers  
Pirates of the Caribbean: At World's End  
Harry Potter and the Order of the Phoenix

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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.