

PRESENTATION GRAPHICS

Perfecting your Punctuation

You have been asked to produce a slide show to show the importance of using correct punctuation.

1. Create the master slide as follows, using comic sans font for all entries:

- a) Create a page-wide title frame at the top of the page.
- b) Create a page-wide main frame below the title frame.
- c) Set up the text styles as follows:

frame	style	emphasis	size	bullets	alignment
title	title	bold	32	no	centre
main	1 st level	none	28	yes	left
main	2 nd level	none	24	yes	Left & indented

- d) Create a frame at the bottom of the slide, below the main frame. Enter your name, and today's date in this frame.
- e) Insert a picture of a QUESTION MARK from the clip art folder. Place it at the bottom left hand corner of the main frame.
- f) Format the background to be a colour of your choice.



2. Save the master slide using the filename **punctuation**. This master slide is to be used for all six slides.

3. Create slide 1 and enter the title **Punctuation - why is it important?**

4. Create slide 2 and enter the title **Read these sentences**. Enter the following text in the main frame:

She lives on macaroni cheese, fish cakes and gallons of tea - *1st level*
That man said my boss should retire - *1st level*

5. Create slide 3 and enter the title **Now add the punctuation!** Enter the following text in the main frame:

She lives on macaroni, cheese, fish, cakes and gallons of tea. *1st level*
"That man," said my boss, "should retire." *1st level*

6. Create slide 4 and enter the title **Capital letters**. In the main frame, enter the following text:

Beginning of a sentence	<i>1st level</i>
For proper nouns	<i>1st level</i>
Mary, Fred, Uckfield, France	<i>2nd level</i>
Days, months, festivals	<i>1st level</i>
Tuesday, July, March, Easter, Christmas	<i>2nd level</i>
For titles	<i>1st level</i>
Prince Charles, Duke of Edinburgh	<i>2nd level</i>
Books, Magazines, Film titles, Brand names	<i>1st level</i>
Daily Mirror, Marks & Spencer	<i>2nd level</i>
For "I"	<i>1st level</i>
Even when I am in the middle of a sentence	<i>2nd level</i>

Embolden the word **I** (in the first level text that says **For "I"**).
Embolden and italicise the word **I** in the sentence **Even when I am in the middle of a sentence**.



7. Create slide 5. Enter the title **Sentence endings**. In the main frame, enter the following text:

Full stop	<i>1st level</i>
Most sentences end with a full stop.	<i>2nd level</i>
Question mark	<i>1st level</i>
How do you think I should end this sentence?	<i>2nd level</i>
Exclamation mark	<i>1st level</i>
A sentence that is a command, shows surprise or other emphasis ends with one of these - so there!	<i>2nd level</i>

8. Create slide 6 and enter the following title: **Sentenced to...understand!!**

In the main frame enter the following text:

A sentence	<i>1st level</i>
is a group of words that make sense	<i>2nd level</i>
contains a subject (who or what the sentence is about)	<i>2nd level</i>
has a verb (being or doing word) that relates to the subject	<i>2nd level</i>
It may also contain	<i>1st level</i>
an object	<i>2nd level</i>
adjectives	<i>2nd level</i>
clauses	<i>2nd level</i>

9. Save the file using the same filename **punctuation** and print each slide.

10. Print a set of audience notes with three slides per page. Print in black and white.

11. Enter sound to your own preference.

12. Run your slide show.

13. Close down the file and exit the software safely.

