## Challenge Exercise

Templates

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| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Templates… |  |
|  | Change the default custom templates location to the course files folder (currently the location should be set to ***Templates*** subfolder within the course files folder) | ⬜ |
|  | Create a new presentation based on the ***Earth Tone Presentation*** template. Delete slides ***3*** to ***5*** and slides ***8*** to ***11***, then add content to the other slides as shown in sample *A* on the following page. | ⬜ |
|  | Save the presentation as ***My Green Earth.pptx*** in the course files folder, then close it | ⬜ |
|  | Create a new presentation based on the ***Business*** template ***Business office city sketch presentation background***. Use the ***DESIGN*** tab to change the colours of the variants to ***Green Yellow*** and the fonts to ***Century Gothic*** | ⬜ |
|  | Save the presentation as a template with the file name ***My Business Presentation.potx*** in the default template location (created in step ***1***), then close the template | ⬜ |
|  | Open the template ***My Business Presentation.potx*** then delete slides ***6*** to ***11*** and insert a new slide after slide ***2*** based on the ***Section Header*** layout. Save and close the template | ⬜ |
|  | Create a new presentation based on the custom template ***My Business Presentation***, type the title and subtitle as shown in sample *B* on the following page | ⬜ |
|  | Save the presentation as ***AGE Business Plan.pptx*** in the course files folder, then close it | ⬜ |

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| **Files required for exercise:** | *Earth Tone Presentation.pptx* |
| **Files/work created by student:** | *My Green Earth.pptx*, *My Business Presentation.potx*, *AGE Business Plan.pptx* |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Sample

Templates



**A**

**B**

