## Challenge Exercise

Saving And Sharing Presentations

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| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Saving And Sharing Presentations… |  |
|  | Open the presentation ***PE\_Save and Share.pptx*** (it can be found in the same folder as the student files) | ⬜ |
|  | Package the presentation for a CD. Name the CD ***Package*** then copy the presentation to a folder (also called ***Package***) in the course files folder  *It should appear as sample A on the following page…* | ⬜ |
|  | Export the presentation ***PE\_Save and Share.pptx*** as a PDF document, in the course files folder, with the name ***PE\_Save and Share (Completed).pdf*** and the settings as shown in sample *A* on the following page  *When the pdf is published, it should appear on screen as shown in sample B on the following page…* | ⬜ |
|  | Use the presentation ***PE\_Save and Share.pptx*** to create a video, applying the default settings and saved in the course files folder with the name ***PE\_Save And Share (Completed).mp4***. Run the video to check the content | ⬜ |
|  | Save the presentation as ***PE\_Save and Share (Completed).pptx***, then send it to yourself via email. Open the email message and save the attachment to a USB if available (or to the course files folder if not available) | ⬜ |

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| **Files required for exercise:** | *PE\_Save and Share.pptx* |
| **Files/work created by student:** | *PE\_Save and Share (Completed).pdf*, *PE\_Save and Share (Completed).mp4*, *PE\_Save and Share (Completed).pptx* |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Sample

Saving And Sharing Presentations

**A**

**B**

