



Objectives Covered

- Insert slides.
- Create a numbered list.
- Add a two content slide.
- Apply formatting.
- Insert slide footer.
- Insert WordArt.

Dataset Background

We are in the midst of a great historic transition into the Biotech Age. The ability to isolate, identify, and recombine genes is making the gene pool available, for the first time, as the primary raw resource for future economic activity on Earth. The document provided contains information on the process of genetic engineering.

Project Instructions

Download and open files

1. Download the following file onto your computer:
 - a. **genetics.docx** – Word document containing information on genetic engineering. This information will be used for creating a Microsoft PowerPoint presentation.
2. Create a new Microsoft Power Point presentation named **lastname_firstname_gep.pptx** .

Insert slides

3. In the presentation create a title slide listing the information noted below:
 - a. Genetic Engineering as title for your presentation.
 - b. Your name.
 - c. Date.
4. Add a title and content slide with the information noted below:
 - a. **Title:** Introduction
 - b. Open the Microsoft Word file.
 - c. Copy-and-paste the introduction from the word document as slide content.
 - d. We would like to have each sentence in the introduction as a bullet.

Create a numbered list

5. Add a title and content slide with the information noted below:



Microsoft Power Point

Presentation Basics

- a. **Title:** Goals of Genetic Engineering
 - b. We must create a numbered list of the goals of genetic engineering.
 - i. Copy-and-paste the required text from the word document as slide content.
 - ii. Create a numbered list for the copied text. Apply a number format of your choice.
6. Add a title and content slide with the information noted below:
- a. **Title:** The Building Blocks
 - b. Copy-and-paste the required text from the word document as slide content.
 - c. We would like to have each sentence in the introduction as a bullet.

Add a two content slides

7. Add a two content slide with the information noted below:
- a. **Title:** Challenges & Solutions
 - b. We wish to present the challenges and solutions side by side on our slide.
 - i. Copy the text highlighted in yellow from the word document.
 - ii. Paste the copied text in the left text box.
 - iii. Copy the text highlighted in gray from the word document.
 - iv. Paste the copied text in the right text box.
 - v. Select a color of your choice for the shape outline of the text boxes.
8. Add a title and content slide with the information noted below:
- a. **Title:** Potential Applications
 - b. Copy-and-paste the bulleted list of potential applications from the word document as slide content.
9. Add a title and content slide with the information noted below:
- a. **Title:** Bibliography
 - b. Copy-and-paste the required text from the word document as slide content.

Apply formatting

10. We wish to apply some formatting to our presentation.
- a. Apply a slide design of your choice to all slides.
 - b. Apply slide transitions to all your slides.



Microsoft Power Point

Presentation Basics

Insert slide footer

11. Add your name, an automatically updating date, and the slide number to the footer of all slides except the title slide.

Insert WordArt

12. We wish to add special text effects to our presentation using WordArt.
 - a. Add a new blank slide to the presentation.
 - b. On the slide, insert WordArt containing the text `Questions? .`
 - c. Select a style of your choice.