# Layout & Formatting
## Lewis Carroll Problem

## Topics

- Create a new presentation
- Use slide layouts and add content
- Insert automatically updating dates
- Embed Excel charts
- Add headers and footers
- Modify slide masters
- Insert pictures
- Crop pictures
- Apply design themes
- Apply animations
- Apply slide transitions

## Background Information

This project uses text from Lewis Carroll's 1871 book *Through the Looking Glass* with accompanying illustrations by John Tenniel.

## Instructions

**IMPORTANT:** Complete the steps below in the order they are given. Completing the steps out of order may complicate the assignment or result in an incorrect result.

1. Download and extract the provided Data Files ZIP file. It contains the following files for use in this assignment:

   a. **analysis.docx** – Analysis of text from *Through the Looking Glass*.

   b. **frequencies.xlsx** – Data on the most frequent words and letters in *Through the Looking Glass*.

   c. **teaparty.png** – John Tenniel illustration from *Through the Looking Glass* [1].

## Create a new presentation

2. Create a new Microsoft PowerPoint presentation named **carroll_pplf_lcp.pptx**.

## Use slide layouts and add content

3. In the presentation, create the following slides:

## Insert automatically updating dates

   a. *Title Slide*-type slide listing a title for the presentation, your full name, course section, and an automatically updating date.

b.  *Title and Content*-type slide titled `Source Material`. Add the first paragraph of text from the **analysis.docx** document to the content area of the slide.

c.  *Title and Content*-type slide titled `Analysis of Word Frequency`. Add the second paragraph of text from the **analysis.docx** document to the content area of the slide.

d.  *Title Only*-type slide titled `Word Frequency Equation`. Add the equation from the **analysis.docx** document to the slide.

e.  *Title and Content*-type slide titled `Note`. Add the third paragraph of text from the **analysis.docx** document to the content area of the slide.

## Embed Excel charts

f.  *Title and Content*-type slide titled `Graphical Analysis`. Add the chart from the *Word Frequency Chart* sheet in the **frequencies.xlsx** workbook to the content area of the slide.

4.  We wish to apply formatting to the presentation. Use your best judgment to create a professional-looking presentation.

## Add headers and footers

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

## Modify slide masters / Insert pictures / Crop pictures

b.  Edit the parent (top-most) slide master to add the **teaparty.png** image to the bottom left corner of the slides. Crop the image to the ***Oval*** basic shape and change the aspect ratio to 16:10. Size the image to be 0.5-inches high by 0.8-inches wide.

    **NOTE:** Depending on the design theme used, the image may not appear on title slides. This is acceptable as long as the image is correctly added to the slide master.

## Apply design themes

c.  Apply one design theme of your choice to all slides.

## Apply animations

d.  Apply an animation of your choice to the *Graphical Analysis* chart.

e.  Apply the *Font Color* animation to the bulleted list on the *Analysis of Word Frequency* slide. Configure the animation so each bullet's animation begins separately on-click with a duration of 0.25 seconds.

# Layout & Formatting
## Lewis Carroll Problem

## Apply slide transitions

    f.    Apply a *Push* slide transition to all slides except the title slide. Configure the transition to push from the right with a duration of 0.5 seconds.

# Grading Rubric

This assignment is worth 8 points. It will be graded by your instructor using this rubric:

| Standard | Meets Requirements (8 points) | Does Not Meet Requirements (0 points) |
|---|---|---|
| Student made reasonable effort in correctly completing assignment. | Assignment is at least 70% complete and correct, or student contacted instructor for help on incorrect or incomplete items. | Assignment is less than 70% complete and correct, and student did not contact instructor for assistance on incorrect or incomplete items. |

This rubric will be used for peer evaluation of this assignment:

| Standard | Excellent | Satisfactory | Needs Improvement |
|---|---|---|---|
| Assignment is correct and complete. | Assignment is at least 90% complete and correct. | Assignment is 70%-89% complete and correct. | Assignment is less than 70% complete and correct. |

# References

[1] L. Carroll, *Through the Looking-Glass, and What Alice Found There*. Macmillan, 1871.