

PowerPoint O365 – Advanced Managing Masters

Open the Presentation: **Email Etiquette**

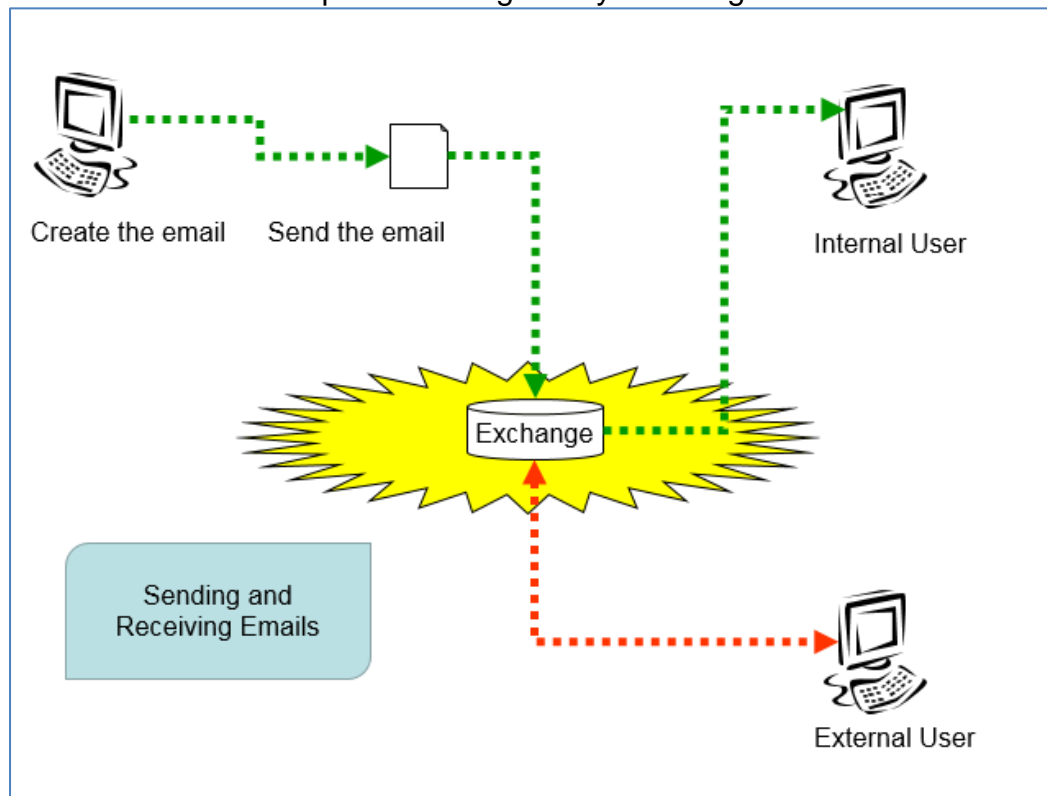
1. View the **Slide Master** and make the following changes:
 - a) Select the **Title Slide** layout. Change the **font** of the **title** to a font of your choice.
 - b) Add a background colour/fill of your choice to all the slides.
 - c) Insert an online picture of your choice to the Master so it appears on all slides.
2. Close the Master View.
3. On the second slide in the presentation, add the following **Note**:

For a great guide to email etiquette go to
www.keepcustomers.com/email_etiquette.htm **and take the online quiz**
4. View the **Handout Master** to display four slides per page and add a **Footer** with your name. Close the Master View and check the Print Preview.
5. View the **Notes Master** to display the Date in the Footer and a Header of your name. Close the Master View.
6. Save and close the presentation.

PowerPoint O365 – Advanced Advanced Object Techniques

Open the presentation **How Email Works**.

1. On Slide 2 complete the diagram by following the instructions below:



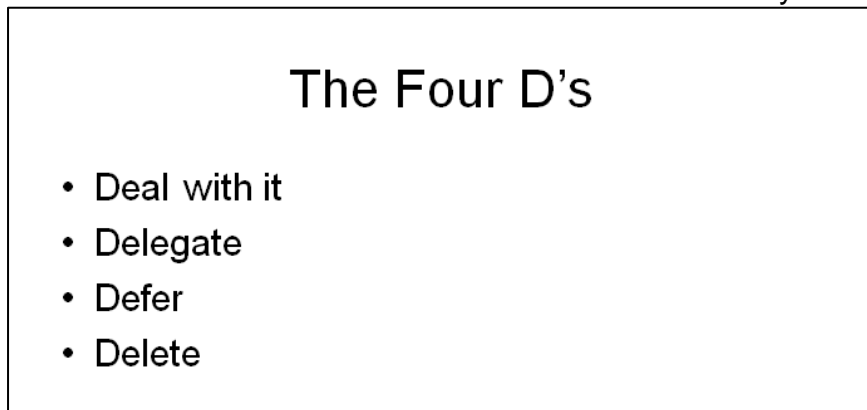
- a) Insert the AutoShape Basic Shape: **Folded Corner** . Move and adjust the size.
- b) Insert the AutoShape Flowchart: **Can** . Adjust the size and add the text **Exchange**.
- c) Select the **computer** image in the top left-hand corner and duplicate it. Move the duplicate to the top right corner.
- d) Flip the **computer** image **Horizontally**.
- e) Duplicate the flipped **computer** image. Position the duplicate at the bottom right hand corner.
- f) Insert the AutoShape Star and Banners: 32 point star and draw a stretched version of the shape over the Exchange Can.
- g) Apply the **Send to Back** feature to the 32 Point star.
- h) Insert the arrow lines between the objects. Format the lines to a style of your choice.
- i) Alter the colour of the line between the **External User** and **Exchange** to **Red**.

- j) Select all the objects and group them.
- 2. Insert a **Rectangle** Autoshape in the bottom left corner of the screen.
- 3. Enter the text **Use Email Etiquette** into the rectangle shape.
- 4. Save and close the presentation.

PowerPoint O365 – Advanced Clipboard Magic

Create a New Blank Presentation.

1. Apply a **Design Theme** of your choice.
2. On Slide 1 enter the title **Email Action Plan** and in the sub title enter **Your Name**.
3. Insert a New slide with the **Title and Content** layout. Recreate the following:



4. Save the presentation using the name **Email Actions**.
5. Open the Word document **Superworkers**.
6. Copy one of the quotations on to the second slide in your **Email Actions** presentation as a picture.
7. On Slide 1 insert a suitable Online Picture that represents Email. Size and position it appropriately.
8. Copy the image and place it on the Slide Master for the presentation so that it appears on all the other slides in the presentation (change the size/location if required).
9. Save and close the presentation.

PowerPoint O365 – Advanced Custom Animation

Open the presentation **How Email Works**.

1. Select Slide 2. Your aim is to animate the graphic you created so that your audience can follow the diagram step by step. *(If you want to see what you are aiming at try looking at Slide 3 and run the Slideshow (Shift F5). Click the mouse to experience the animation.)*
2. Remove the grouping from the objects. Select the text **create the email** and apply an **Entrance** animation.
3. Use a different animation effect for each type of element (e.g. one for lines, one for the images etc.)
4. Add an **Emphasis** animation to the **Exchange Can** and the **32point star**.
5. Add a **Motion** path to the rectangle in the bottom left corner to move the shape across the screen and a final **Exit** animation to get remove from the slide.
6. Experiment with different Starting effects (i.e. not just on click) and different speeds, on some of the objects you have animated.
7. Save and close the presentation.

If time allows take a look at what your colleagues on the course have done with their version; everyone will have interpreted the animation in a different way!

PowerPoint O365 – Advanced Links and Buttons

Open the presentation: **Email Quiz**. Your aim is to link the questions with the answers and guide the user through the test! *(You may find it helpful to use the attached page of thumbnails showing which slides you are linking together, so that you can draw on them to make sure you are linking each question with each answer correctly!)*

1. Select slide 2, insert a custom Action button that hyperlinks to slide 8.
2. On slide 8, insert a next slide Action button but alter it to link to slide 3.
3. On slide 3, insert a custom Action button that hyperlinks to slide 9.
4. On slide 9, insert a next slide Action button but alter it to link to slide 4.
5. On slide 4, insert a custom Action button that hyperlinks to slide 10.
6. On slide 10, insert a next slide Action button but alter it to link to slide 5.
7. On slide 5, insert a custom Action button that hyperlinks to slide 11.
8. On slide 11, insert a next slide Action button that hyperlinks to slide 6.
9. On slide 6, insert a custom Action button that hyperlinks to slide 12.
10. On slide 12, insert a next slide Action button that hyperlinks to slide 7.
11. On slide 7, insert a custom Action button that hyperlinks to slide 13.
12. On slide 13, insert a custom action button that links to slide 14.
13. Run the presentation. Does the test work? How did you score?

14. Apply a suitable slide design to the presentation and insert any appropriate clipart to the title slide.
15. Save and close the presentation.

1

Email Etiquette Quiz

Test yourself!

2

Question One

1. When writing an email message, paragraphs should:

- Be long
- Be short
- Be indented
- Be invisible

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Answer: Question 1

Answer: B.

Short paragraphs are easier to read. Also, they're less overwhelming because there is more white space between them.

Link to

3

Question Two

2. The best way to make several points in an email is:

- Include all the points in one paragraph
- Include all the points in the last paragraph
- Use lists with bullets or numbers
- Hire an airplane pulling a banner with the information to fly over the office

9

Answer: Question 2

Answer: C.

If you put more than one point in a paragraph, it may be overlooked. Lists and bullets make each of your points stand out.

Link to

4

Question Three

3. If you know the recipient is often in a hurry, the best way to send a supporting document is:

- Put it directly in the body of the message.
- Attach it as a separate document
- Type slowly
- Have it delivered by carrier pigeon

10

Answer: Question 3

Answer: A.

When people are in a hurry, they're less likely to open an attachment. Why? It takes extra time. People are more likely to read something that's right in front of them.

Link to

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Question Four

4. When sending a message, you should copy ("cc"):
- Everyone in the department
 - Your boss and your boss' boss – so they know you're working hard
 - Only those people who absolutely MUST know
 - The whole world. Why not? Everyone else does

11

Answer: Question 4

Answer: C.

The "cc" function is the most abused function in email. Don't be a pain!

Link to

6

Question Five

5. When writing a Subject Line:
- Use something general, such as "Hi" or "Hello"
 - Be specific, but brief
 - Use several sentences
 - Say, "Dear ..."

12

Answer: Question 5

Answer: B.

The more specific and descriptive you are, the better chance you have of getting the recipient to open the message.

Link to

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Question Six

6. How much space can typically be viewed in the Subject Line?
- 25 – 35 characters
 - 25 – 35 words
 - 50 – 75 characters
 - 50 – 75 words

13

Answer: Question 6

Answer: A.

"Characters" are defined as every letter or space – anytime you hit a key or spacebar. The typical subject line will display only 25 – 35 characters.

Link to

How did you score?

- 6 Excellent
- 4 – 5 You are doing okay
- 2 – 3 May need a little refresh
- 1 Please try again