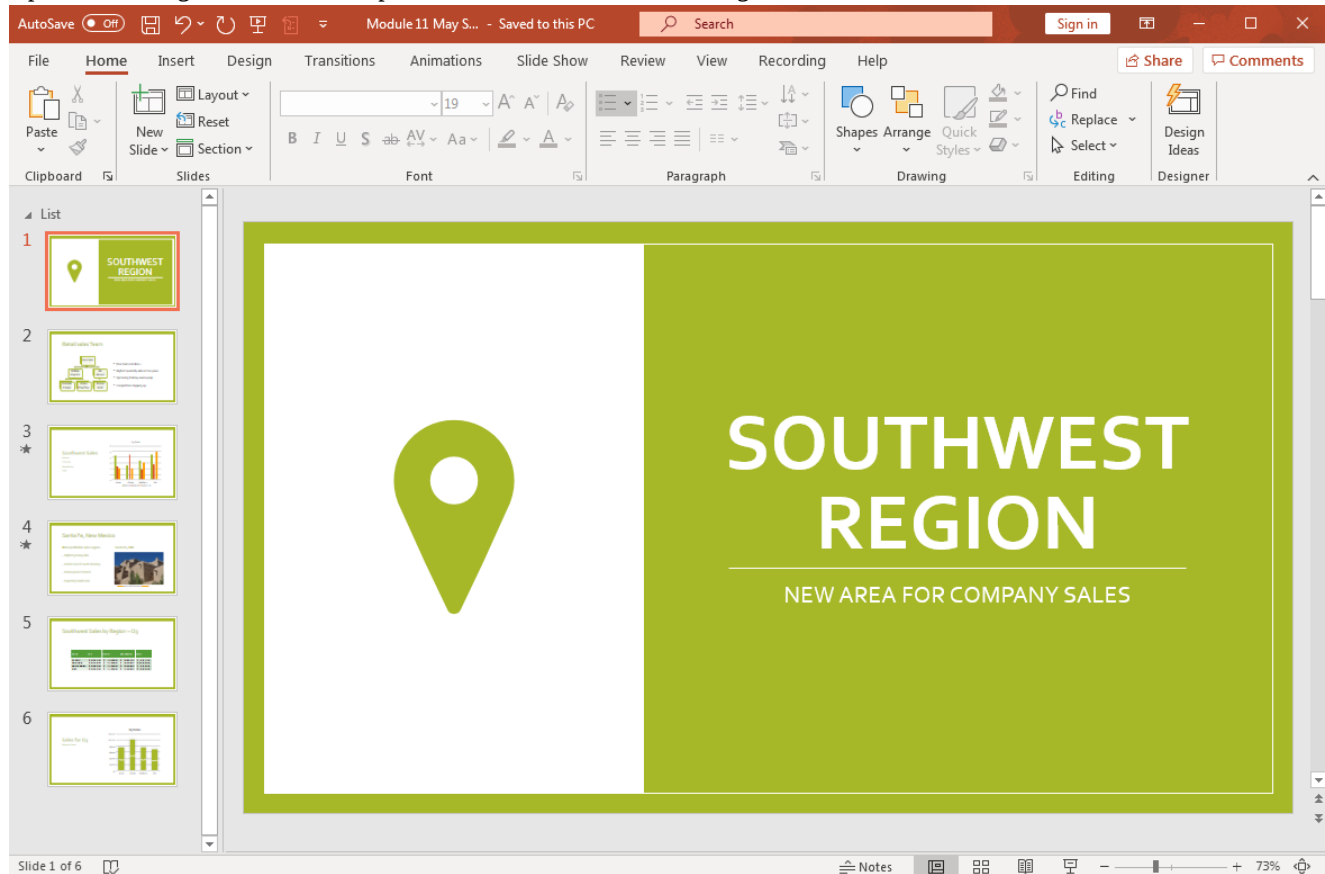


## 11.20: Assignment- Modify Existing PowerPoint Presentations

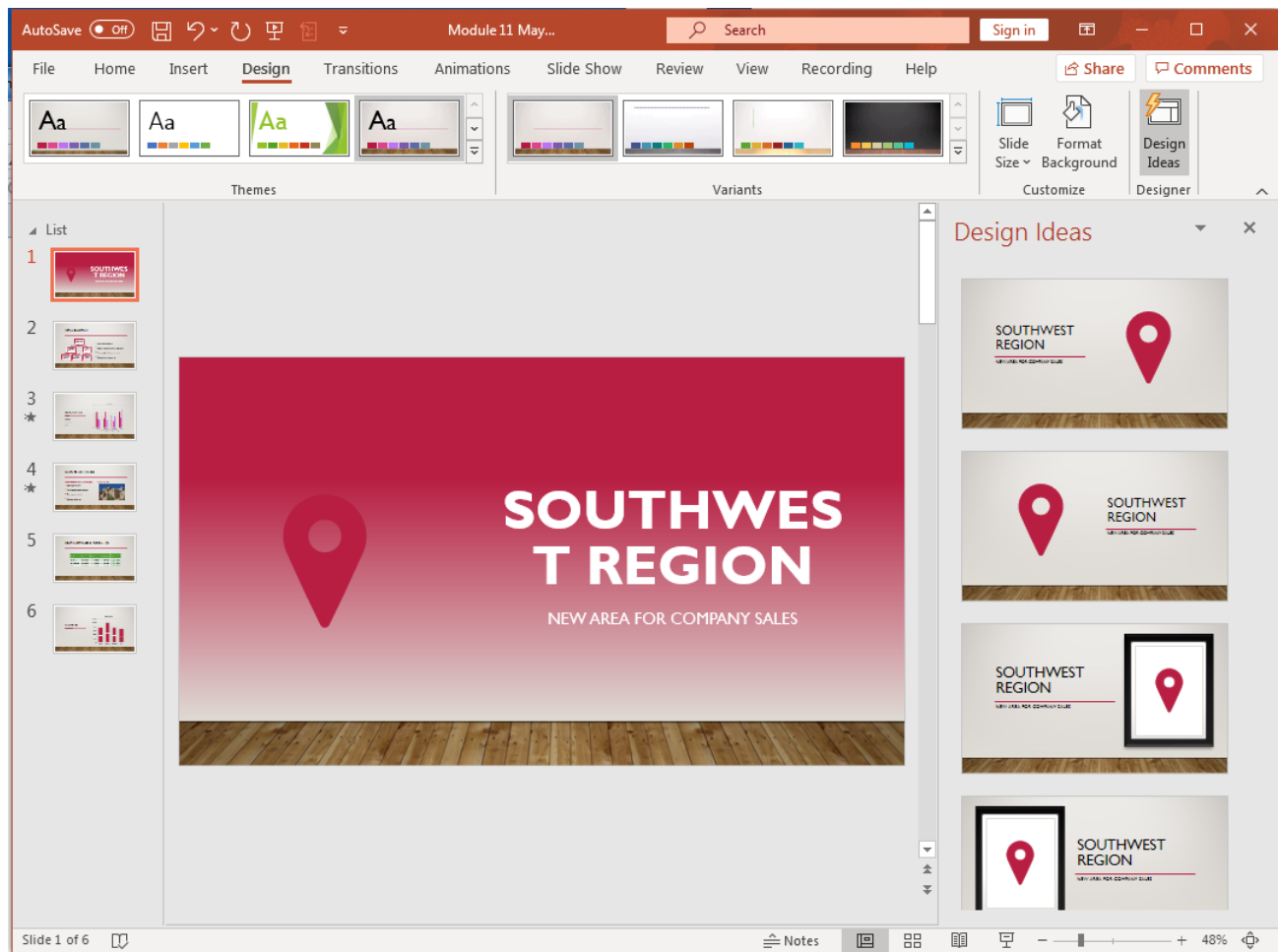
Sometimes when there are monthly presentations within a group, organization or business, instead of creating a new presentation you simply modify an existing one to make it fresh and relevant now. In this assignment, you will work with an existing presentation and modify it to meet a different objective from its original use, like the next quarter sales department meeting.

To complete this assignment, [download the PowerPoint presentation here](#). Follow the directions, then submit your assignment. If you get stuck on a step, review this module and ask your classmates for help in the discussion forum.

1. Open the presentation and save the new Module 11 assignment file to the Rowan folder on your desktop as **BA132\_LastName\_QuarterSales.pptx**, replacing “LastName” with your own last name. (Example: BA132\_Hywater\_Memo)  
It is a good idea to save your work periodically.
2. Open the existing sales PowerPoint presentation from the Southwest region office.



3. **New Design:** Choose a new style for this presentation and select it. The entire set of slides should change to this new design style.



4. **Modify Color Theme:** Select a different color theme for the presentation. Keep in mind this is for a professional setting. Keep the colors in the range where reading a slide is easy for the audience.

AutoSave Off Module 11 May... Search Sign in

File Home Insert **Design** Transitions Animations Slide Show Review View Recording Help Share Comments

Themes Variants Customize Designer

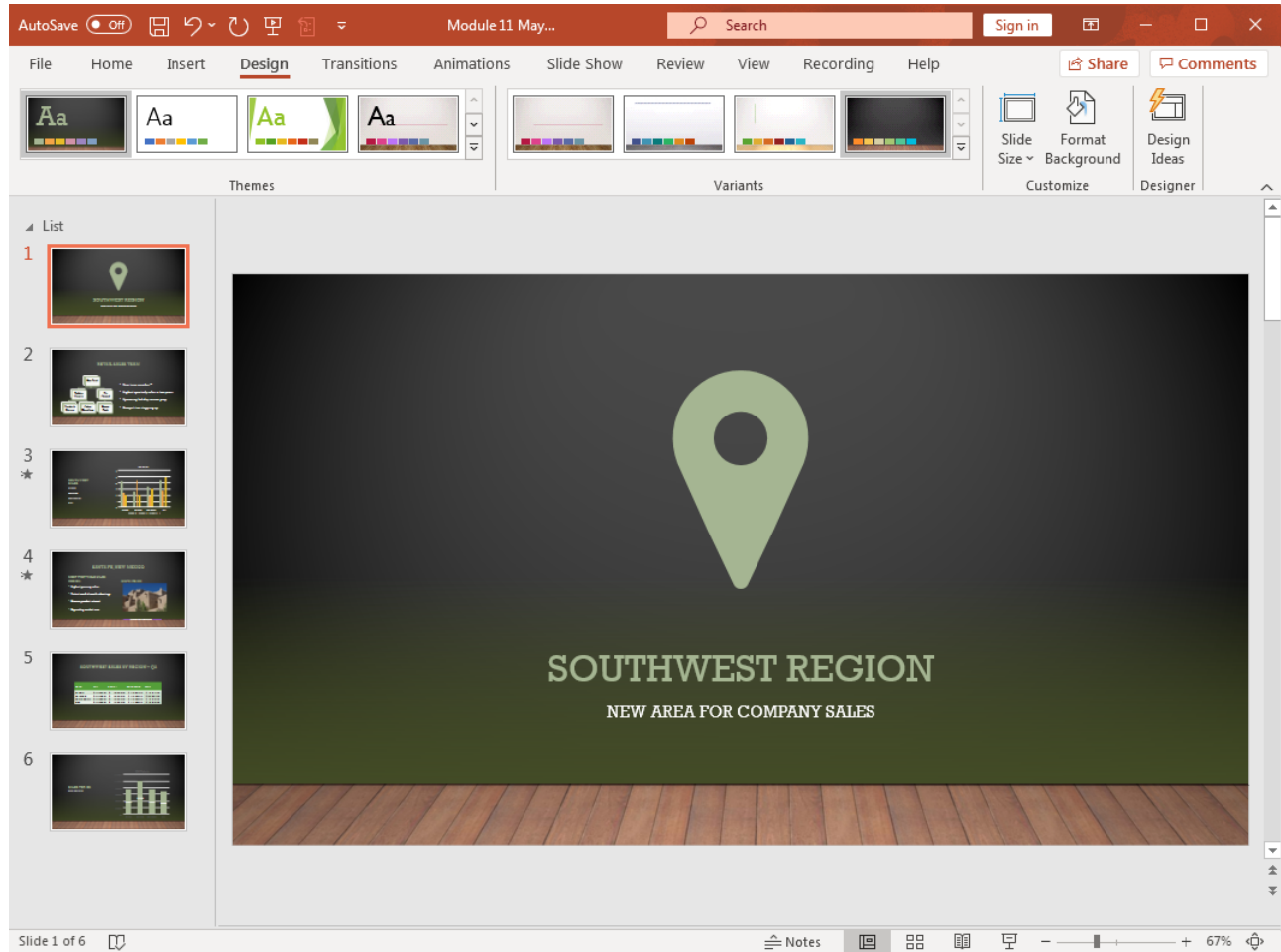
List

- 1 **SOUTHWEST REGION**
- 2
- 3
- 4
- 5
- 6

**SOUTHWEST REGION**  
NEW AREA FOR COMPANY SALES

Slide 1 of 6 Notes 67%

5. **Modify Title Slide:** Select the 'Design Idea' button and choose a design that incorporates a place for a picture.



6. **Add Internet Picture:** Modify the picture by searching the internet for a picture of a meeting and insert it into the slide. Select the best design to highlight the picture.

AutoSave Off Module 11 May... Search Sign in

File Home Insert Design Transitions Animations Slide Show Review View Recording Help

Clipboard Slides Font Paragraph Drawing Editing Designer

1 

2 

3 

4 

5 

6 

Slide 1 of 6 Notes 67%

7. **Modify Text:** Change the title and subtitle to read ‘Northwest Region, Quarter 2 Sales’ and move to the next slide.

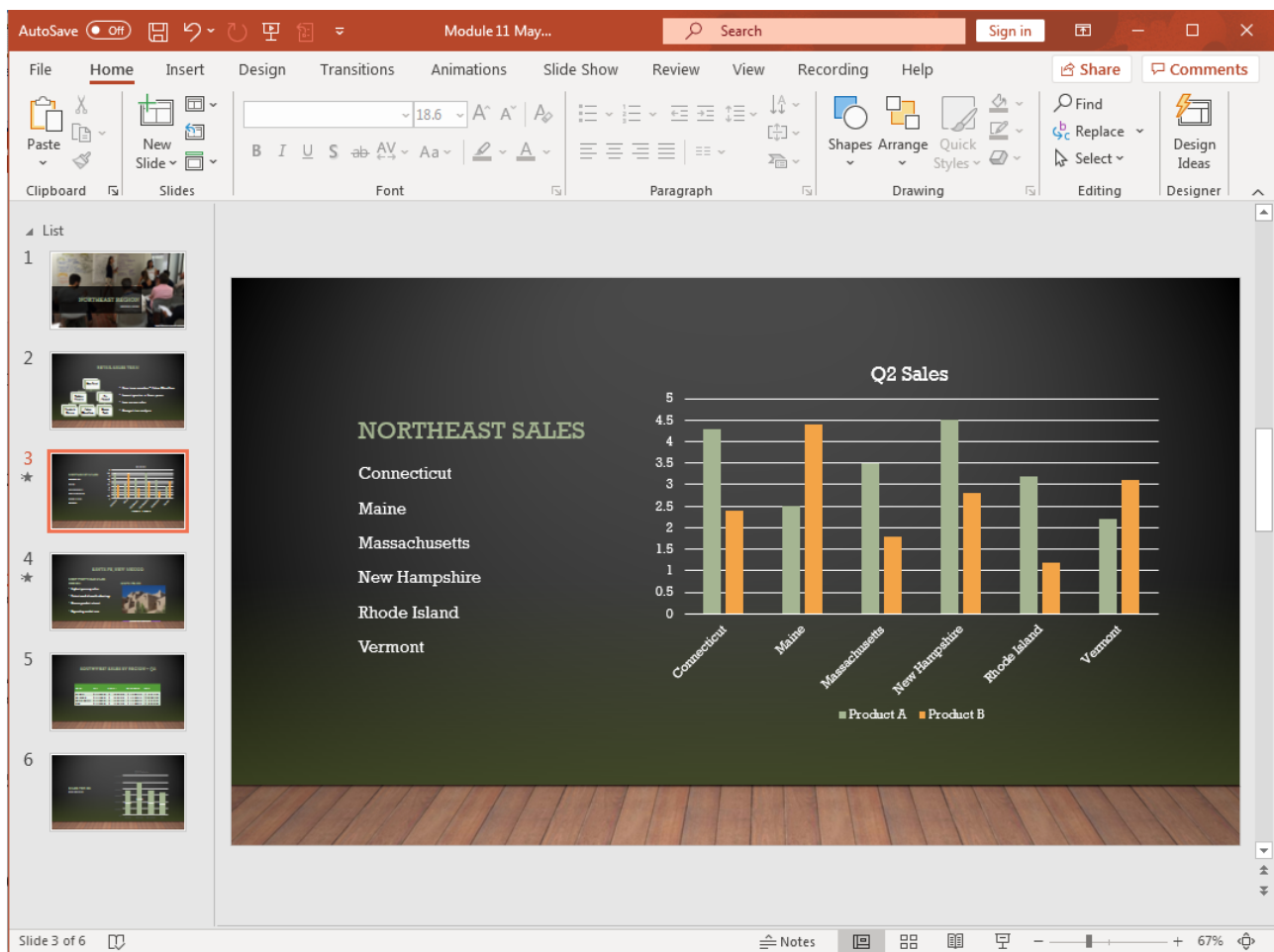
8. **Update Team:** Change the team members to all new names and modify the bullet-point list to highlight other things about the team.

9. **Modify Chart Data:** On the next slide, update the states and chart table data to reflect the Northeast regional sales. Move the text boxes and resize the chart to fit better on the slide with the additional states.

1. Northeast Region information for the chart table for Q2 Sales:

State	Product A	Product B
Connecticut	4.3	2.4
Maine	2.5	4.4
Massachusetts	3.5	1.8
New Hampshire	4.5	2.8
Rhode Island	3.2	1.2
Vermont	2.2	3.1





10. **Delete Slide:** Delete the next slide about Santa Fe, New Mexico.

11. **New Slide:** Add a new slide with the Title and Content layout.

1. [Download this image to your computer](#). Then, insert a picture from a file and put in the background.
2. Add a table, resize to fit, make font large enough size to easily read, change the table and font color to something that matches with the picture background.

Product	April	May	June
Soda	1500	2000	2350
Chips	625	954	1025
Gum	2654	1546	1751
Candy	465	498	321



Module 11 NE Q2 Final

File Home Insert Design Transitions Animations Slide Show Review View Recording Help Table Design Layout

AutoSave Off

Sign in

New Slide Table Pictures Online Pictures Screenshot Photo Album Shapes Icons 3D Models SmartArt Add-ins Links Comment Text Box Header & Footer WordArt Symbols Media

Slides Tables Images Illustrations

1 2 3 4 5 6

1. NORTHWEST REGION

2. REGIONAL SALES TOTALS

3. SALES BY REGION

4. MAINE SALES

5. REGIONAL SALES BY REGION - Q1

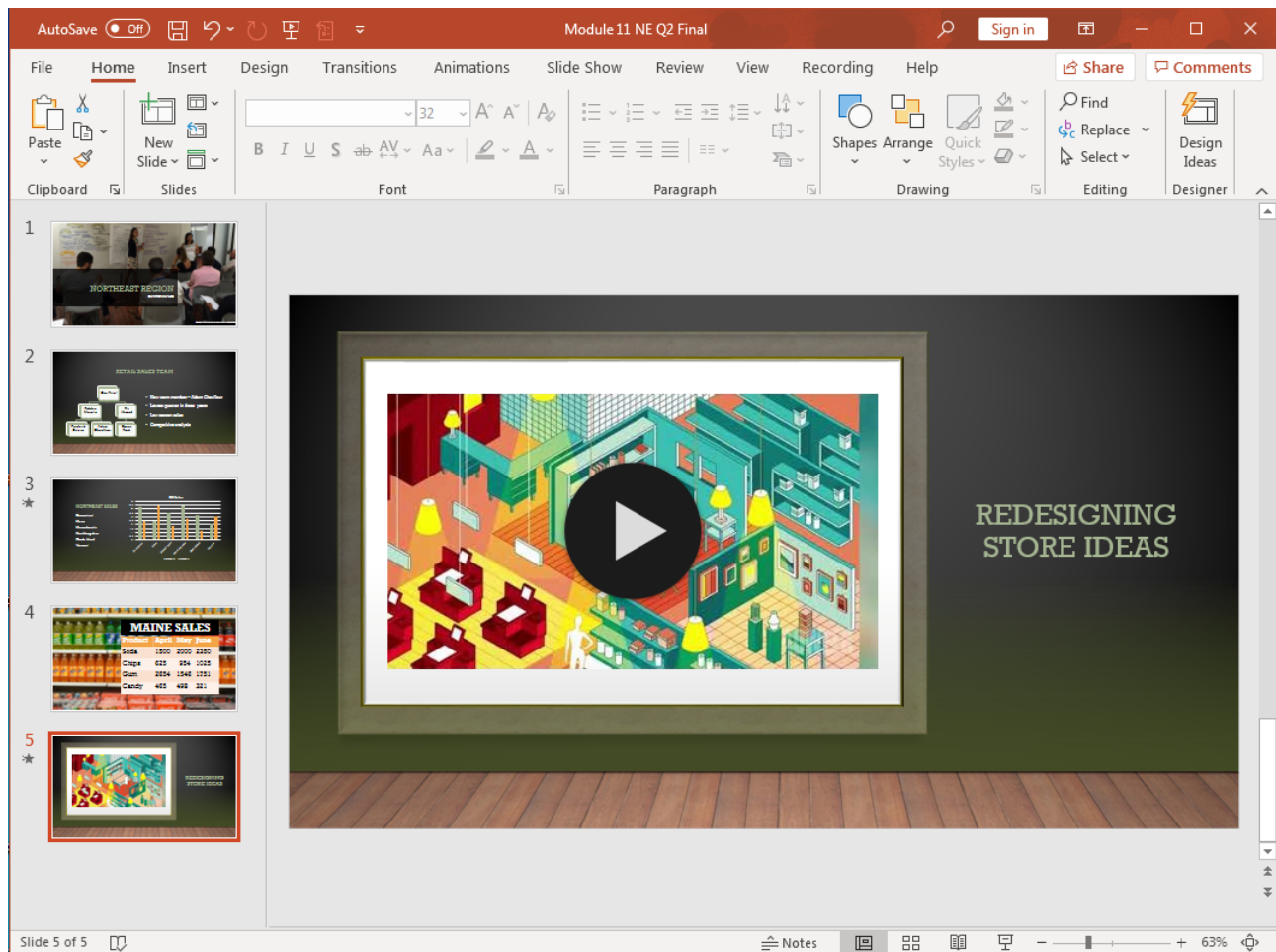
6. REGIONAL SALES BY REGION - Q2

MAINE SALES

Product	April	May	June
Soda	1500	2000	2350
Chips	625	954	1025
Gum	2654	1546	1751
Candy	465	498	321

12. **Delete Slides:** Delete the last two slides.

13. **New Slide with Video:** Add a new slide with the 'Title and Content' layout. Type in the title 'Redesigning Store Ideas' and insert the YouTube video <https://youtu.be/O2vtw6TAbQ4>.



14. **Animations:** Lastly, add in a variety of animations to a few slides in the presentation and save your work again.

15. **Run Presentation:** Run through the Slide Show to adjust any animations or other things.

16. Submit the presentation file in your course online.

## Contributors and Attributions

CC licensed content, Original

- Assignment: Modify Existing PowerPoint Presentations. **Authored by:** Sherri Pendleton. **Provided by:** Lumen Learning.  
**License:** [CC BY: Attribution](#)

11.20: Assignment- Modify Existing PowerPoint Presentations is shared under a [CC BY](#) license and was authored, remixed, and/or curated by LibreTexts.