

In the student's electronic file, check for the following items:

1. Slide 2: Type Notes, change font size
2. Apply transitions to all slides
3. Type footer on Notes and Handouts

ASPEN FALLS CONVENTION CENTER
 PLAN YOUR BUSINESS CONFERENCE WITH US!

Format title font and font size
 Also, change title alignment to right
 Also, apply italic and small caps

2 bullet points, change list levels
 Also, replace *Hall* with *Center*

WHY CHOOSE THE CENTER?


- Professional meeting planning
- Outstanding location
- Large number of conference equipped rooms
- Technological support
 - Professional information technology staff at all locations

Move 1 slide

Change layout to Two Content
 Also, change line spacing
 Also, insert picture, apply picture style

MEETING PLANNING

- Reservations
- Menus
- Meeting room configuration
- Audiovisual equipment



Picture with Caption layout
 Also, type text, change caption font size
 Also, insert picture, apply picture style



OUTSTANDING CULINARY SELECTIONS
 PROFESSIONAL CATERING STAFF

Format title font and font size
 Also, change title alignment to right
 Also, apply italic and small caps

PLAN YOUR NEXT EVENT
 AT THE ASPEN FALLS CONVENTION CENTER

Apply italic and small caps

Delete 1 slide