ΟΙΚΟΝΟΜΙΚΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΑΘΗΝΩΝ

ATHENS UNIVERSITY
OF ECONOMICS
AND BUSINESS

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ΔΙΑΤΜΗΜΑΤΙΚΟ ΠΡΟΓΡΑΜΜΑ ΜΕΤΑΠΤΥΧΙΑΚΩΝ ΣΠΟΥΔΩΝ ΣΤΗ ΔΙΕΘΝΗ ΝΑΥΤΙΛΙΑ, ΧΡΗΜΑΤΟΟΙΚΟΝΟΜΙΚΗ & ΔΙΟΙΚΗΣΗ

MASTERS OF SCIENCE (MSc) IN INTERNATIONAL SHIPPING, FINANCE & MANAGEMENT

WORKSHOP

MICROSOFT OFFICE POWERPOINT- SHIPPING, FINANCE & MANAGEMENT SKILLS

TUTORIAL CASE – Preparing a Company Review Presentation

You work for Maersk Line and you have been asked to prepare a company review presentation. Use the company's website to derive the necessary information.

1. Create a blank presentation, setting as its title the company's name. Derive the subtitle from the company's website. Explore Paste Special options and use the Destination Theme formatting while pasting the subtitle to your slide.

2. Change the subtitle Font to Times New Roman. Adjust the Font size and color.

3. Display the ruler and the guides.

4. Using the Screenshot tool, insert the company's trademark. Apply center alignment, a picture border and brightness and contrast correction. Reset the Picture.

5. Delete the title box with its content.

6. Resize the trademark.

7. Apply the 'Parallax' Theme to your Presentation.

8. Insert a 'Comparison' Layout slide to present the "Highlights" section you will find in your documents. Type "Highlights" as a heading. Paste the relevant bullet points in 'text-only' format and adjust the font size.

9. Disable auto-fitting body text to placeholder.

10. Change the bullet-pointed list to a numbered list.

11. Create a new custom Theme Fonts for the current Theme. Use Times New Roman Fonts.

12. Delete the text boxes you do not need.

13. Insert an online picture – search for a picture of container boxes that bear the company's trademark.

14. Save the picture on your Desktop.

15. Insert a 'Title and Content' layout slide which you will name 'Financial Figures'.

16. Insert a Table with 3 columns and 15 rows. Copy the Financial Figures you will find in your documents and Paste them in the Table cells.

17. Apply a Table Style of your preference.

18. Merge and shade the cells of the rows that include the words 'Liquidity' and 'Leverage'.

19. Apply Centre and vertically Centre text alignment to all cells of the table.

20. Format the slide's background in a discrete Pattern Fill and hide background graphics.

21. Insert a text box at the bottom of the slide, containing the text "For more information on the Maersk Group and financial reports, please visit maersk.com".

22. Insert a Hyperlink to the webpage, displaying the text 'maersk.com'.

23. Apply a Shape Style to the text box. Apply a thin line as the Shape's Outline. Select a colour for the outline using the eyedropper tool.

24. Duplicate the current slide.

25. Delete the duplicate.

26. Insert a 'Title Only' Layout slide. Apply the previous slide's pattern fill to the new one.

27. Copy and Paste the previous slide's title by using the keyboard.

28. Insert an excel spreadsheet to include the table of Financial Figures.

29. Embed the PDF file "Maersk Q2 2019 Interim Report". Display an icon on the slide.

30. Add the following note to the slide: "For the latest financial reports and more information, visit the investors' section of the company website."

31. Insert a "Blank" Layout slide in which you will place a screen recording to navigate your audience to the 'Global Presence' section of the company's website.

32. Insert a horizontal multi-level hierarchy SmartArt Graphic to illustrate the Management Board. Try different SmartArt Styles. Format the first text box to change text direction.

33. Download an image to your computer and place it at the back of the SmartArt graphic.

34. Switch to Slide Master View to create a new Slide Master which will have as a background the image you downloaded. Create a new slide applying the Layout you just created.

35. Organize the presentation into sections (Introduction, Financial Figures, Management).

36. Insert the slides from the Milestones Presentation which is stored in your files. Apply Destination Formatting.

37. Create a separate section called "Milestones" and place it second to Introduction. Create a

new Window for your Presentation to facilitate yourself.

38. Create new slides from the Word file named 'Outline'.

39. Apply a slide number and Footer that contains your full name to all slides except the title slide.

40. Insert the comment "Update Slide" in the last slide.

41. Check the Spelling of your Presentation.

42. Translate "Management Board" in Greek.

43. Look up the word "management" in Thesaurus.

44. Apply the "Cover" transition effect to the second slide. Change the direction of the effect. Add the "arrow" sound effect to the slide transition. Make the transition effect last 3 seconds.

45. Start the Slide Show from the first slide to see the effect being realized.

46. Apply two different Animation effects to the text (bulleted points) and the picture of the second slide. Make them start simultaneously.

47. Set the duration of the Picture effect to 3 seconds.

48. Start the Slide Show and navigate through the different tools you can use while delivering the presentation.

49. Rehearse timings.

50. Record the presentation from its beginning.

51. Set up a slide show at Kiosk mode for the slides in the Milestones section.

52. Cancel the set-up.

53. Create a Video from your Presentation.

54. Create a PDF file from your Presentation.

55. Save your Presentation as a PowerPoint Show.

56. Create Handouts of your Presentation in MS Word. Switch to Handout Master View to setup the printed Handouts preferences. Print your Presentation including also the comments. Use Landscape Orientation and print 4 slides per page.

57. Switch to Notes Master View to setup the printed Notes preferences. Print Notes Pages for your Presentation.

58. Save your Presentation as a Template. Create a new Presentation from your Template.