

# SOLUTIONS MANUAL

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## Case 1 – Design and Create a Presentation about Acid Rain

Solutions to this assignment will vary.

At a minimum, the presentation should meet these criteria:

1. The presentation should have a title slide with a shape, several body slides, and a closing slide.
2. The presentation should have an appropriate document theme.
3. The body slide text should consist of information about the causes of acid rain and the effects it can have on humans, animals, plant life, lakes and rivers. This information can include the following facts, in any order:
  - Nature depends on the correct pH balance.
  - Although some rain is naturally acidic with a pH level of around 5.0, human activities have increased the amount of acid in this water.
  - Burning fossil fuels, including coal, oil and natural gas, produces sulfur dioxide.
  - Exhaust from vehicles releases nitrogen oxides.
  - Both of these gases when released into the atmosphere mix with water droplets that form acid rain.
4. The text in the presentation should be formatted appropriately:
  - a. The 7 x 7 rule should be followed throughout the presentation.
  - b. The font size of the title text should be larger than the content paragraph text.
  - c. The presentation should not use too many different fonts.
  - d. The presentation should contain single-level and multi-level bulleted lists.
  - e. Important text should be italicized and/or bolded.
  - f. Different font colors could be used to convey meaning.
  - g. Multiple slide colors should complement each other.
  - h. Spacing between elements in the presentation should be appropriate.
5. Shapes should be used to enhance the presentation.
  - a. Arrows should show what gases are released into the atmosphere.
6. The presentation should contain pictures from the Data Files for Students, Office.com, or the student's own collection.
  - a. The pictures should have appropriate styles and border colors.
  - b. The contrast and brightness of the pictures should be changed when necessary.
  - c. Any picture can be used as a background fill transparency if desired.
  - d. The pictures should be appropriately resized.
  - e. The position of the pictures should draw viewers into the presentation.
7. The presentation, as a whole, should be visually appealing.
8. A transition should be applied to the presentation.
9. The presentation should not contain spelling or grammar errors.
10. The document properties should be changed, as specified by the instructor.