

## Task 1 - Presentation

You are going to create a short presentation.

1. All slides must have a consistent layout and formatting
2. Create a presentation of 6 slides using the file **SP02ABOUT.rtf** Unless otherwise instructed, the slides must display a title and a bulleted list.
3. Use a master slide to display only the following features:
  - automatic slide numbers on the top right
  - your name
4. Make sure that:
  - master slide items appear in the same position on every slide
  - no items overlap on any slide.
5. Format slide 1 with a title slide layout with the title and subtitle text centred in the middle of the slide.
6. On the slide with the title Marketing demote the 4 bulleted items after the text dedicated marketing manager: so they look like this:

- **dedicated marketing manager:**
  - *manages vessel's promotion on specialist websites*
  - *keeps all particulars up-to-date in real time*
  - *maintains social media interaction and messaging*
  - *monitors market trends and fluctuations*

7. Use the data in the file **SP02SALES.csv** to create a vertical bar chart to compare the sales of yachts by size for only the year 2021. Display, with labels, the yacht lengths on the category axis and the number sold on the value axis.
8. Save the presentation. Print all the slides as handouts with 2 slides to the page, each slide filling half the page.