

1. As the personnel security analyst for Focux Safeguards Training, you provide companies with their annual ID badge refresher training. You also want to enhance the first part of your presentation.

Start by creating a custom design element on the Slide 1 title slide ("Focux Safeguards Training") as follows:

- a. Use Smart Guides to position the yellow sun shape on top of the purple starburst shape as shown in Figure 1.
- b. Send the yellow sun shape to the back.
- c. First select the purple starburst shape, and then select the yellow sun shape. Merge the two shapes using the **Subtract** option.
- d. Change the merged shape's height to **1.3"**. Allow the width to adjust automatically.
- e. Use Smart Guides to position the merged purple shape in the light blue box as shown in Figure 2.

- ✓ Position and merge shapes.
- ✓ Resize a merged shape.
- ✓ Move a shape.

2. On Slide 2 ("Small Things Add Up"), copy and align shapes to highlight key points as follows:
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