

Concepts Review

True/False Questions

Each of the following statements is either true or false. Select your choice by indicating T or F.

- T F 1. You can add text to a new presentation by using a blank presentation.
- T F 2. You can add a new slide by pressing **Ctrl**+**Y**.
- T F 3. You can display slide thumbnails and the Outline pane at the same time.
- T F 4. You can use **Ctrl**+**Enter** both to activate the next slide placeholder and to insert a new slide.
- T F 5. You can change selected text from uppercase to lowercase by using the **Shift**+**F3** keyboard shortcut.
- T F 6. Sentence case capitalizes the initial letter of all words in a paragraph.
- T F 7. You can drag a sizing handle to reposition a placeholder.
- T F 8. To move a text box, the pointer must remain on the border and not touch a sizing handle.

Short Answer Questions

Write the correct answer in the space provided.

1. Name two ways to insert a new slide.

2. Which key do you press to insert another bullet at the same level?

3. Which command buttons change font size?

4. What must you do before you can change an attribute for existing text?

5. How do you change the distance between bullets and text?

6. What is the difference between line spacing and paragraph spacing?

7. How do you create a text box that adjusts its width to the width of the text you key?
-

8. How can you rotate a text box in 15-degree increments?
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Critical Thinking

Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.


1. Explain how font faces can affect a presentation. Can you use too many fonts in a presentation? Explain your answer.
2. Under what circumstances might you choose to use a text box instead of a text placeholder?

Skills Review

Exercise 2-23






Create a new presentation, add new slides, and insert a new slide with a different layout.


1. Start PowerPoint.
2. Complete the title slide by following these steps:
 - a. Key **Healthy Eating** as the first line of the title (you don't have to click the text "Click to add title" to begin keying the title slide text).
 - b. Press **Enter** to start a new title line.
 - c. Key **for Young Athletes** to complete the title.
 - d. Press **Ctrl+Enter**.
 - e. Key the subtitle **A Good 4 U Seminar**.
3. Add a new slide with the **Title and Content** layout by following these steps:
 - a. Press **Ctrl+M**.
 - b. Key **Basic Food Groups** as the title.
 - c. Key the following bulleted text:
 - **Fats, oils, and sweets**
 - **Dairy products**
 - **Meat, poultry, fish, eggs, beans, and nuts**
 - **Fruits and vegetables**
 - **Rice, bread, and pasta**

4. From the Home tab, in the Slides group, click the top of the **New Slide** button  to insert a third slide.
5. Key **Elements of a Healthy Diet** as the title of the slide and the following bulleted text:
 - **Choose a variety of foods**
 - **Eat moderate amounts**
 - **Choose low-fat foods**
 - **Choose fresh, unprocessed foods**
 - **Avoid candy and junk foods**
6. Move to slide 1 and save the presentation as **[2-23your initials]** in your Lesson 2 folder.
7. Preview and then print the presentation as handouts, three slides per page, grayscale, framed. Close the presentation.

Exercise 2-24


Change font size, apply text attributes to selected text, and change the case of selected text.

1. Open the file **ComWalk**.
2. On slide 1, change font size and color and apply bold and shadow effects for the title by following these steps:
 - a. Select the title text “Power Walking” by dragging the I-beam pointer across the text.
 - b. From the Home tab, in the Font group, change the Font Size to **36** points.
 - c. From the Home tab, in the Font group, click the Font Color button  drop-down list and choose **red**.
 - d. Still working in the Font group, click the Bold button  and the Shadow button .
3. On slide 3, increase the font size for the title by following these steps:
 - a. Move to slide 3 and select the title text.
 - b. From the Home tab, in the Font group, click the Increase Font Size button  several times until 36 appears in the Font Size box.
4. On slide 5, use the Font dialog box to change the title text formatting by following these steps:
 - a. Select the title text.
 - b. From the Home tab, in the Font group, click the Font dialog box launcher .
 - c. Choose the font style **Bold** and change the font color to **red**.
 - d. In the **Size** box, choose **36** points.
 - e. Click **OK**.

5. Change the case of text on slide 5 by following these steps:
 - a. Select the last bulleted item by clicking its bullet.
 - b. From Home tab, in the Font group, click the Change Case button .
 - c. Choose **TOGGLE cASE**.
6. Using the previous step 4, change the title text formatting on slides 2, 3, 4, and 6 to match slide 5. On slide 6, if necessary, resize the placeholder slightly on the right side so that the title fits on one line.
7. Move to slide 1 and save the presentation as **[2-24your initials]** in your Lesson 2 folder.
8. Preview and then print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

Exercise 2-25


Adjust indents using the ruler.

1. Open the file **EmpAward**.
2. Move to slide 2.
3. Create first-line indents by following these steps:
 - a. Click within the text box to activate the ruler.
 - b. Select the bulleted text.
 - c. From the Home tab, in the Paragraph group, click the Bullet button  to remove the bullets from the body text placeholder.
 - d. If the ruler is not displayed, click the View tab, in the Show/Hide group, and choose **Ruler**.
 - e. Drag the first-line indent marker (top triangle) to the right, to the 1-inch mark on the ruler.
 - f. Drag the small rectangle to the left, to the zero point on the ruler.
4. Move to slide 3 and change the spacing before the bullets by following these steps:
 - a. Select all of the text in the body text placeholder.
 - b. Drag the left indent marker (bottom triangle) to the right one tick mark, to the 0.5-inch position on the ruler.
5. Move to slide 4 and select all the text. Increase the space between the bullets and text by one tick mark on the ruler. Resize the placeholder on the right so the text does not word-wrap. Move the oval shapes that emphasize the words “week” and “paid” up and slightly to the right.
6. Move to slide 6 and modify the line spacing by following these steps:
 - a. Select both paragraphs (the quotation and hobbies).
 - b. From the Home tab, in the Paragraph group, choose the Dialog Box Launcher and change the Before paragraph spacing to **0**. Now the text will fit better on the slide.

7. Save the presentation as **[2-25your initials]** in your Lesson 2 folder.
8. Print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

Exercise 2-26

Change text box settings and page setup options.

1. Open the file **Upgrade1**.
2. On the title slide, make these changes:
 - a. Title placeholder—Change to 66 points, shadow, and **Pink, Accent 2** color.
 - b. Subtitle placeholder—Change to 40 points and left alignment. Resize the placeholder to fit the text and then position the placeholder on the lower right of the slide.
3. On slide 2, make the following changes to the body text placeholder:
 - a. Remove the bullet and make the first line of the paragraph indent to the 1.5-inch mark on the ruler.
 - b. Move the placeholder slightly to the right so the left paragraph edge aligns with the word “Why” in the slide title.
4. On slide 3, from the Insert tab, in the Text group, click the text box button  and create three text boxes under each of the pictures to identify the equipment categories. For all three text boxes, use the font Corbel, 24 points, bold, and the **Orange, Accent 1** color.

Kitchen Equipment
Tableware
Computer Equipment
5. Center align the text in each text box and then center the text boxes below each of the three pictures as shown in Figure 2-28.

Figure 2-28
Text box alignment



6. Move to slide 6, move the picture of the computer up and to the right, even with the rainbow colored line under the slide title.
7. Save the presentation as **[2-26your initials]** in your Lesson 2 folder.
8. Preview and then print the presentation as handouts, six slides per page, grayscale, landscape, framed. Close the presentation.

Lesson Applications

Exercise 2-27

Create a new blank presentation and add slides using different slide layouts.

1. Start a blank presentation.
2. Create a title slide with the text **First in Food Safety** as the title and **Good 4 U Employee Training** as the subtitle.
3. Using the text in Figure 2-29, create three slides. For slides 2 and 3, use the **Title and Content** layout. For slide 4, use the **Two Content** layout and key the first three bulleted items in the left placeholder and the last three bulleted items in the right placeholder.

Figure 2-29



4. Check both body text placeholders for extra blank lines and remove them if necessary.
5. Move to slide 1 and save the presentation as **[2-27your initials]** in your Lesson 2 folder.
6. Preview and then print the presentation as handouts, four slides per page, grayscale, framed, landscape. Close the presentation.

Exercise 2-28

Work with indents, tabs, line spacing, and page setup options.

1. Open the file **Inventory**.
2. Move to slide 2, and apply the following formatting changes:
 - Change the first-level bullet to a large solid square from the Wingdings 2 font.
 - Use the ruler to increase the space between the bullet and text for even word-wrapping of the text.
 - Change the paragraph after spacing to 12 points.
3. On slide 3, make the following changes to the body text placeholder:
 - Change the bullets to a numbered list, formatting the numbering at 100% of text size.
 - Reduce the width of the text placeholder to approximately 7 inches, making the line endings more even.
 - Change the paragraph after spacing to 12 points.
4. On slide 4, select the three first-level bulleted items and make these changes:
 - Change the bullets to a numbered list, formatting the numbering at 100% of text size.
 - Change the indent on the second-level bullets so the bullet is indented 1.25 inches and the text is indented 1.5 inches.
 - Select the second-level bullet on item 1, item 2, and the second-level bullet on item 3 then change the paragraph after spacing to 12 points.
5. On slide 5, do the following:
 - Remove the bullets.
 - Press **Tab** after Miami and Tucson so the dates are aligned.
 - Change the line spacing to 2.
 - Adjust the size of the placeholder to fit the text.
 - Center the placeholder horizontally so you have even spacing on both sides of the text.
6. On slide 6, do the following:
 - Increase the size of the placeholder on the right so no lines word wrap.
 - Change the line spacing to 2.
7. Save the presentation as **[2-28your initials]** in your Lesson 2 folder.
8. Print as handouts, six slides per page, grayscale, landscape, framed. Close the presentation.

Exercise 2-29

Add slides, promote and demote text, insert a text box, and move bullets and slides.

1. Open the file **Marketing**.
2. On slide 1, increase the size of the title to 60 points and move the placeholder to the left slightly so the text aligns evenly with the picture on the left.
3. Select the subtitle placeholder, then make the text right aligned and bold.
4. On slide 2, key the title **Our Products** and make it bold.
5. Still working on slide 2, move the picture to the left of the slide. Make a text box and key the following items. Press **[Enter]** after each item.
 - **Merchandise**
 - **Food services**
 - **Honeys and confections**
 - **T-shirts**
 - **Caps**
6. Select the text box and change the font size to 28 and the paragraph line spacing to 1.5.
7. Add bullets to the list and then customize them to choose Arrow Bullets in a blue color that works well with your design theme colors.
8. Resize the text box as needed so the lines do not word wrap.
9. Align the bulleted list beside the picture as shown in Figure 2-30.

Figure 2-30



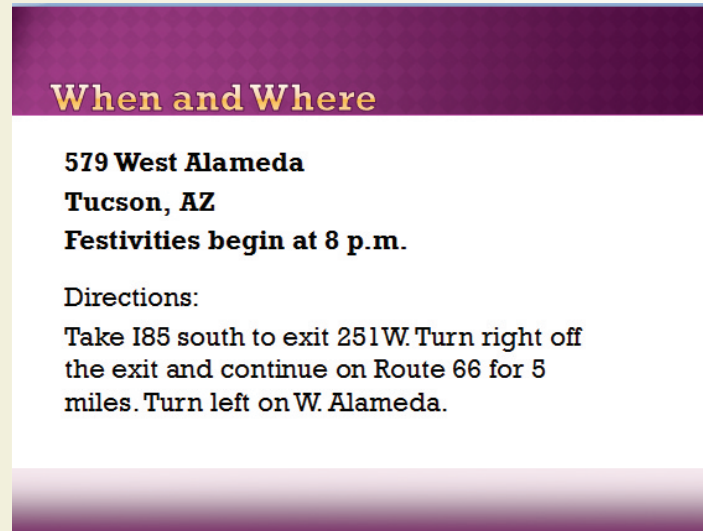
10. Move to slide 1 and save the presentation as **[2-29your initials]** in your Lesson 2 folder.
11. Preview and then print the presentation as handouts, two slides per page, grayscale, landscape, framed. Close the presentation.

Exercise 2-30 ♦ Challenge Yourself

Work with indents, line spacing, and text box settings.

1. Open the file **Party2**.
2. On slide 2, remove all the bullets and hanging indents from both body text placeholders. Make the text in the left placeholder bold, resize the placeholder and move it under the slide title so it is aligned on the left.
3. Resize the “Directions” text placeholder and position it as shown in Figure 2-31 aligned on the left.

Figure 2-31
Slide 2



4. Move to slide 4 and create text boxes to key the text below. Center align all the text and use a black font. Use 20 points for the text and 24 points for the heading in each section. Add spacing of 12 points after the heading in each section. Refer to Figure 2-32.

Figure 2-32
Slide 5



**TIP**

A quick way to create these boxes is to make the first one, adjust all formatting settings, then select the text box, and press **Ctrl+D** three times to duplicate that text box for the other shapes. Then reposition and edit each one.

5. Save the presentation as **[2-30your initials]** in your Lesson 2 folder.
6. Preview and then print the presentation as handouts, four slides per page, grayscale, landscape, scale to fit paper, framed. Close the presentation.

On Your Own

In these exercises you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.

Exercise 2-31

Locate a recipe for a food dish that you enjoy. Organize the recipe steps to make it easy to teach someone to make it. Put the steps into an outline with at least four main points suitable for slide titles. Create the outline by using any method that is comfortable for you (index cards, Word, PowerPoint, etc.). From the outline, create a PowerPoint presentation with a title slide. Save the presentation as **[2-31your initials]**. Preview and then print the presentation as an outline and as handouts.

Exercise 2-32

Assume you are on a planning committee for a student organization or for your employer that has the responsibility to plan a holiday banquet. Create a slide show to guide discussion at your first meeting as your group starts planning this project. Identify all the tasks that must be accomplished before the event, and plan for the various courses of the meal, such as salad, main dish, side items, and dessert. Using the skills that you have learned up to this point, format the text attractively. Save the presentation as **[2-32your initials]**. Preview and then print the presentation as handouts.

Exercise 2-33

Imagine that you work at a car dealership where the computer system needs to be replaced. Research computer systems online, and create a presentation for your boss recommending what brand and options would be appropriate. Be sure to include a slide describing the costs and a slide with the benefits of choosing this system. Provide the URL addresses for the sites where you found the information. Create at least six slides using different slide layouts. Save the presentation as **[2-33your initials]**. Preview and then print the presentation as an outline and as handouts.