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 type text only in an existing placeholder.

T F 2. Use Shift with ▢ to create a square.

T F 3. Every Shape includes an adjustment handle.

T F 4. A green handle on a PowerPoint object indicates that the object can be rotated.

T F 5. ☆ is found in the Basic category of the Shapes gallery.

T F 6. When you want to change the height of an object, but not the width, press Shift while dragging a corner sizing handle.

T F 7. To apply a frame or shadow effect to a picture, choose a Picture Style.

T F 8. WordArt enables you to create special effects with text.

Short Answer Questions

Write the correct answer in the space provided.

1. How do you draw a perfect circle?

_____

2. What kind of handle is the yellow diamond?

_____

3. How can you make a picture have a different shape?

_____

4. What happens if you apply a bevel effect to a picture or shape?

_____

5. Which task pane is used to search for a photograph?

_____

6. What setting on the Format Picture dialog box will cause a shadow to appear from a particular direction?

_____

7. How do you resize an object?

_____

8. How do you change the shape of a WordArt object?

_____

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. Consider the Shapes gallery and explain how three different shapes could help you to illustrate or draw attention to a concept you need to explain.

2. Describe how Picture Styles can enhance the appearance of a photograph.

Skills Review

Exercise 4-27

Create shapes, key text in a shape, and use the Format Shape dialog box.

1. Open the file **Seminar1**. Move to slide 3.
2. Use the drawing tools to create the shapes shown in Figure 4-39. First, create the wide rectangle that appears on top of the triangle by following these steps:

Figure 4-39
Drawing shapes

   a. From the Insert tab, in the Illustrations group, click the Shapes button 🔲 then the Rectangle button 🔲.

   b. Position the crosshair pointer ⊞ on the left of the slide.

   c. Drag the pointer diagonally down and to the right, creating a wide rectangle, like the one shown in Figure 4-39. Release the mouse button. (Don't worry about the exact size or position. You size and place it in the next step.)

3. Precisely size and position the rectangle by following these steps:

   a. Select the rectangle, and from the Drawing Tools Format tab, in the Size group, click the Dialog Box Launcher.

   b. In the **Height** text box change the size to **0.75** inches and in the **Width** text box change the size to **8** inches.

   c. Click the **Position** tab. Key **1** inches in the **Horizontal** text box and **4** inches in the **Vertical** text box. Click **Close**.

4. Key text in the rectangle by following these steps:

   a. Select the rectangle.

   b. Key **Perfect Planning Requires Balance**.

   c. From the Home tab, change the font to Arial Narrow, the size of the text to 36 points, the text color to white, and alignment to center.

5. Create the triangle shown in Figure 4-39 by following these steps:

   a. From the Insert tab, in the Illustrations group, click the Shapes button 🔲, then from the **Basic Shapes** category, click the Isosceles Triangle button △.

   b. Position the pointer at the bottom center of the new rectangle.

   c. Drag diagonally down and to the right to create a triangle, then center it under the rectangle.

6. Draw a circle by following these steps:

   a. From the Insert tab, in the Illustrations group, click the Shapes button 🔲, then from the **Basic Shapes** category, click the Oval button ⬭.

   b. Position the crosshair pointer ⊞ above the left end of the rectangle, hold down Shift, and drag diagonally to draw a circle approximately the same size as the one in Figure 4-39.

   c. Hold down Ctrl while using the arrow keys on your keyboard to fine-tune the circle's position.

7. Select the circle, then press Ctrl+D to duplicate it. Drag the second circle to the other end of the rectangle, positioning it appropriately.

8. Create a horizontal line on slide 3 by following these steps:

   a. From the Insert tab, in the Illustrations group, click the Shapes button 🔲, then from the **Lines** category, click the Line button ◺.

   b. Position the pointer below the Y in the word *Your*.

   c. Hold down Shift and drag to the right to draw a straight line below the word. Release the mouse button first, and then release Shift.

d. From the Drawing Tools Format tab, in the Shape Styles group, click the Dialog Box Launcher to access the Format Shape dialog box. Change the Line Width to **3** points and then on the Line Color tab change the Line color to **Red, Accent 2**.

e. Adjust the position of the line, if necessary.

9. Check spelling in the presentation.

10. Create a footer for slide 3: Include the slide number, date, and your name, followed by a comma and the text **[4-27your initials]**.

11. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[4-27your initials]** as the footer.

12. Move to slide 1 and save the presentation as **[4-27your initials]** in your Lesson 4 folder.

13. Print slide 3 in full size, framed. Preview and print the presentation as handouts, four slides per page, grayscale, landscape, framed. Close the presentation.

Exercise 4-28

Insert a picture from a file, crop a clip art image, search for and insert a clip art image, and place text on a shape.

1. Open the file **Seminar2**.

2. On slide 1, insert the picture file **Logo1** (from your student files) by following these steps:

   a. From the Insert tab, in the Illustrations group, click the Picture button 🖼.

   b. Browse to find the student data files for Lesson 4, and click on **Logo1**.

   c. Click **Insert**.

3. Now remove the white color in the image by following these steps:

   a. From the Picture Tools Format tab, in the Adjust group, click the Recolor button 🎨 and choose **Set Transparent Color**. Your pointer will change to a pen.

   b. Click on the white area to make it transparent.

4. Resize the logo to make it slightly smaller.

5. Position the logo at the bottom of the slide below the white graphic shape that is on the background.

6. Move to slide 2 and, in the content placeholder, click the Clip Art button 🖼. The Clip Art task pane will appear.

   a. In the **Search for** box, key **refrigerator**. In the **Results should be** box, select Clip Art and then click **Go**.

   b. Look for an image that most closely resembles a commercial-grade refrigerator, and then insert it by clicking its thumbnail.

7. Resize the image proportionately from the center by following these steps:

   a. Select the image.

   b. Hold down [Ctrl] while dragging a corner handle.

    c. When the image is the size you want, release Ctrl first, and then release the mouse button.

8. Crop clip art by following these steps:

    a. Move to slide 3. Select the image on the right side of the slide.

    b. From the Picture Tools Format tab, in the Size group, click the Crop button.

    c. Drag the top cropping handle down to just above the square containing the chef's hat.

    d. Drag each of the side cropping handles in, so that only the squares containing the chef's hat and the rolling pin remain.

    e. Click a blank area on the slide to deactivate the Crop button.

    f. Increase the size of the cropped image and position it beside the list with balanced spacing above and below the image.

9. On slides 4 and 6, search for and insert clip art images appropriate to the slide text content and the overall presentation design. Crop and/or resize the images if necessary.

10. On slide 2, at the bottom, insert a text box and key **Ask for our list of wholesale appliance dealers** and change the font to 24-point Arial Narrow, italic. Position the text box on the lower left.

11. Check spelling in the presentation.

12. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[4-28your initials]** as the footer.

13. Move to slide 1 and save the presentation as **[4-28your initials]** in your Lesson 4 folder.

14. Preview, and then print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

Exercise 4-29

Insert and size a picture from a file, adjust its contrast and brightness, and create WordArt.

1. Open the file **Seminar3**.

2. Replace the title on slide 1 with a WordArt text object by following these steps:

    a. Highlight the title text and turn off bold.

    b. From the Insert tab, in the Text group, click the WordArt button and choose the **Fill - Accent 2, Matte Bevel** (on the last row).

    c. Delete the original placeholder with the title.

    d. Reposition the WordArt where the title placeholder was located.

3. Change the shape of a WordArt object by following these steps:

    a. Select the WordArt object.

    b. From the Drawing Tools Format tab, in the WordArt Styles group, click the Text Effects button, then select **Transform**.

c. Select the **Chevron Up** shape, and the text will increase in size when this effect is applied.

d. Hold down `Ctrl` and drag the bottom center sizing handle up slightly to decrease the height of the WordArt shape.

4. Add the Good 4 U logo to the title slide by following these steps:

a. Delete the subtitle placeholder.

b. From the Insert tab, in the Illustrations group, click the Picture button 🖼.

c. Navigate to the drive and directory where your Lesson 4 student data files are stored and select the file **Logo1**. Click **Insert**.

d. Drag the logo to the bottom of the subtitle placeholder in the center of the slide, as shown in Figure 4-40.

Figure 4-40
WordArt effect

5. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[4-29your initials]** as the footer.

6. Save the presentation as **[4-29your initials]** in your Lesson 4 folder.

7. Preview, and then print the presentation as handouts, four slides per page, grayscale, landscape, framed. Close the presentation.

Exercise 4-30

Create shapes and rotate, add text, insert a picture from a file, and adjust image settings.

1. Open the file **Seminar4**. Replace the word *"Date"* on slide 1 with today's date.

2. Create a left arrow shape by following these steps:

a. Move to slide 3 and from the Insert tab, in the Illustrations group, click the Shapes button 🔲. In the **Block Arrows** category click **Left Arrow** (the second shape in the first row).

b. Position the crosshair pointer `+` at the top of the tallest bar in the fourth quarter of the chart, and then click and drag to create an arrow.

3. Rotate a shape by following these steps:

a. Select the arrow, then drag the green rotation handle above the arrow to the left until the arrow points down at about a 45-degree angle.

b. Reposition the arrow, so it points to the top of the tallest bar, as shown in Figure 4-41.

4. Draw a text box in the space at the right of the chart. Change the font to 20-point Arial, bold, and left-align the text. Key **Los Angeles division sales expected to double in the 4th quarter**.

Figure 4-41
Adding a text box to
clarify an important
point
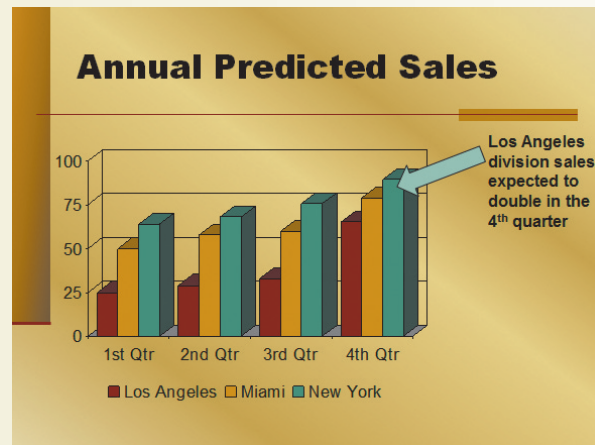
5. On slide 2, insert the **Restaurant1** picture from your student data files.

   a. Resize the picture to make it slightly smaller.

   b. From the Picture Tools Format tab, in the Adjust group, access the Picture Correction Options dialog box and adjust the **Contrast** and **Brightness** by **+5** percent.

   c. From the Picture Tools Format tab, in the Picture Styles group, apply the **Reflected Bevel, Black** picture style.

6. On slide 4, the picture that is already positioned on this slide is very dark.

   a. Adjust the contrast and brightness to improve the image.

   b. Apply the **Reflected Bevel, Black** picture style to match the other picture treatment.

7. Below the picture on slide 4, insert a text box with the words **Only the finest produce!**

   a. Format the text in a size, font, and color to match slide 3 (Arial, 20 point, bold).

   b. Position the text centered below the picture.

8. On slide 5, from the Insert tab, in the Illustrations group, click the Shapes button 🔲 , then in the **Stars and Banners** category click the **5-Point Star**. Draw a star, then position and size it so the star covers the gold rectangle on the right side of the horizontal line.

9. Place text in the star by following these steps:

   a. Select the star.

   b. Key **Star**, press Enter , and key **Team**. Make the text Arial Black in 32 points.

   c. Adjust the size of the star, if necessary, to fit the text.

10. Check spelling in the presentation.

11. Create a handout header and footer: include the date and your name as the header, and the page number and text **[4-30your initials]** as the footer.

12. Move to slide 1 and save the presentation as **[4-30your initials]** in your Lesson 4 folder.

13. Preview, and then print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

Lesson Applications

Exercise 4-31

Work with lines, Text Effects, shapes, and clip art.

1. Open the file **Market1**.

2. On slide 1, select the title text and apply the Text Effects of **Circle Bevel** and **Outer Offset Bottom Shadow**.

3. Draw a thin horizontal rectangle below the title text that extends under the title to the right edge of the slide.

4. Delete the subtitle placeholder. Draw a rectangle, approximately three inches wide. Position it attractively on the lower right side of the slide.

5. Use the Clip Art task pane to search for a photograph image by using the search word **meeting**. Choose a picture that has a horizontal orientation and is appropriate in style, content, and color for this slide.

6. Resize and crop the picture, if necessary, to make it fit on the solid-color area on the lower right of the slide using the rectangle as a border for the picture. Select an **Outer Offset Bottom Shadow** effect, as shown in Figure 4-42.

Figure 4-42
Drop shadow effect

7. On slide 2, resize the body text placeholder to allow space on the right of the slide for a picture.

8. Find a similar picture to the one on slide 1 but in portrait orientation. Size and/or crop it as needed, then add the same shadow effect. Position it on the right beside the bulleted list.

9. Check spelling in the presentation.

10. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[4-31your initials]** as the footer.

11. Move to slide 1 and save the presentation as **[4-31your initials]** in your Lesson 4 folder.

12. Preview, and then print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

Exercise 4-32

Insert pictures, apply effects, rotate, and insert WordArt.

1. Open the file **Orientation**.

2. On the title slide, select the clip art image, copy it, then delete it from this slide.

3. Move to slide 3 and add a slide with a blank layout to create slide 4. Paste the clip art image from slide 1 on slide 4.

4. On the title slide, increase the title text placeholder font size to 54 points. Increase the size of this placeholder so the text fits on two lines. Adjust the horizontal position so the left edge of the text aligns with the left edge of the horizontal blue shape.

5. On the title slide, in the subtitle placeholder, key **Your Name**, press Enter and key the **Current Date**.

6. Search for photograph images using the word "dining." Insert three photographs. You may need to crop them to reduce the image size to better feature one part of the picture. Adjust the size of these images for each to be 2.5 inches wide.

7. Add a Picture Style to all three of the photographs using **Drop Shadow Rectangle**.

8. Rotate these pictures and position them with even spacing on the left side of the slide as shown in Figure 4-43. (Your pictures may be different ones.)

Figure 4-43
Positioning of pictures

9. On slide 2, change the second bulleted item into two bulleted items and revise the wording:

   - **Company History**
   - **Company Vision**

10. Insert two new slides after slide 3; use the **Title and Content** slide layout. Key the text in Figure 4-44 on slides 4 and 5.

Figure 4-44
Text for slides

Slide 4
```
Who's Who
   • Julie Wolfe and Gus Irvinelli are the
     co-owners of the restaurant
   • Michele Jenkins is the head chef
   • Roy Olafsen is the marketing manager
```
Slide 5
```
Summary
   • Good 4 U is growing rapidly with our new franchising
     philosophy
   • Our healthy living message has worldwide appeal
   • We are relying on you, our new employees, to help us grow
```
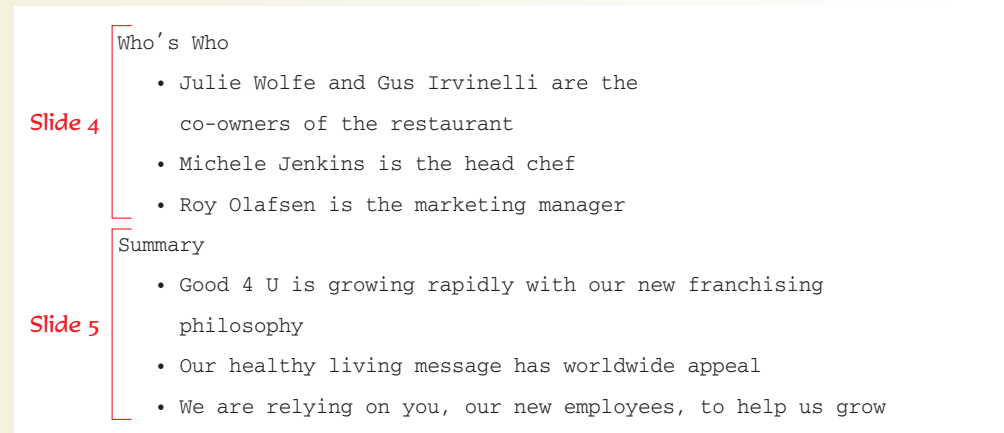
11. If necessary, adjust the size of the text placeholders so the text fits within them without changing to a smaller size.

12. On slide 6, insert WordArt for the words **Welcome to Good 4 U** and make it fit on one line, left aligned. Adjust WordArt colors and effects to be appropriate for the presentation theme colors. Use the same Bookman Old Style font that is used in the slide titles.

13. Position the clip art image and the WordArt text for a pleasing arrangement.

14. Check spelling in the presentation.

15. Scroll through the presentation and check each slide to make sure the images and text are positioned appropriately.

16. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[4-32your initials]** as the footer.

17. Move to slide 1 and save the presentation as **[4-32your initials]** in your Lesson 4 folder.

18. Preview, and then print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

Exercise 4-33

**Create shapes, insert and resize pictures, and insert WordArt.**

1. Open the file **Investors**.

2. Using the Outline tab, insert the body text for each slide, as shown in Figure 4-45.

3. Click on the Slides tab and move to slide 1.

4. On slide 1, delete the title text and its placeholder. Create a WordArt title using the same text, **Attracting Investors**. Use the WordArt Quick Style **Gradient Fill - Accent 1** in the third row, fourth column.

5. With the WordArt selected, use the Text Effect of **Transform** to change its shape to **Deflate Bottom**.

6. Resize the WordArt to stretch across the slide with a height of 2.5 inches and a width of 9.0 inches. Move it up slightly from the center of the slide. Delete the subtitle placeholder.

7. On slide 2, on the shape on the right, key **Investors are our building blocks** with a font size of 36 points and bold. Resize the shape with a height of 3 inches and a width of 3 inches so the text word-wraps on three lines. Adjust the shape's position so it is even with the bulleted list on the left.

8. On slide 3, remove the bullets from the body text placeholder and center its text. Remove the indent for the second line of text. Adjust the size of the placeholder so the text fits on three lines, and move it to the bottom of the slide to make room for a picture above it.

Figure 4-45
Text for slides

Slides	Outline

1 Attracting Investors
2 Objectives
  ▪ Obtain investors to establish Good 4 U as a franchise
  ▪ Revisit the current business plan
  ▪ Hire a marketing consulting firm
3 Our Specialties
  ▪ Organic fruit and vegetables
  ▪ Fresh juices
  ▪ Innovative cuisine
4 What Investors Want
  ▪ High-profile location
  ▪ Hotel or storefront
  ▪ City with tourism, such as Miami or New York
  ▪ "Curb Appeal"

9. Search for and insert a picture of fruit and a picture of vegetables. You can use the content placeholder or the Insert tab to access the Clip Art task pane so you can look for the images. Adjust the size and image settings of the pictures, if necessary. Apply a Picture Style of **Simple Frame, White**.

10. On slide 4, search for a picture of New York and insert it. Resize the picture so that it fits on top of the shape on the right of the slide. The picture should be approximately four inches wide. Apply the same Picture Style of **Simple Frame, White** and then resize the shape so it fits evenly behind the picture.

11. On slide 5 draw a **Right Arrow** shape and rotate it so it points up slightly. Duplicate this arrow by pressing Ctrl + D and position the second arrow above the first one. Repeat for two more arrows. The arrows should angle up across the slide, as shown in Figure 4-46.

Figure 4-46
Arrow positioning
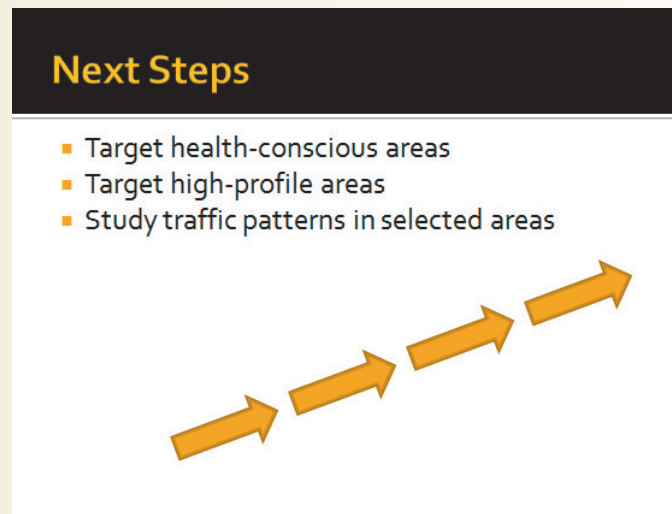
12. Review each slide, and make changes to the size and position of any objects that should be adjusted.

13. Check spelling in the presentation.

14. Create a handout header and footer: Include the date and your name as the header, and the page number and filename **[4-33your initials]** as the footer.

15. Move to slide 1 and save the presentation as **[4-33your initials]** in your Lesson 4 folder.

16. Preview, and then print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

Exercise 4-34 ◆ Challenge Yourself

Create a photo album presentation, insert WordArt, and adjust Text Effects.

1. Start a new blank presentation.

2. From the Insert tab, in the Illustrations group, click **Photo Album**.

3. On the Photo Album dialog box, insert the five pictures from the **Cooking classes** folder.

4. Rearrange the picture order to put Chopping first followed by **Slicing**, **Sauce making**, **Pastry baking**, and **Bread baking**.

5. For the Album layout, choose the Picture Layout of **1 picture**.

6. For Frame shape, choose **Simple Frame, Black**.

7. For Theme, click **Browse** and then choose **Foundry**.

8. Click **Create**. Once the slides appear, choose the Design tab, Colors, and choose **Office** theme colors.

9. On slide 1, for the title text key **Cooking Classes** for the slide title. For the subtitle key **by Michele Jenkins, Head Chef** and make it bold.

10. Insert WordArt with the text **Back by Popular Demand** using the Quick Style of **Fill – Accent 2, Matte Bevel**. Change the font size to 40 points.

11. Rotate the WordArt and position it on the upper left of the slide.

12. Insert a text box below the subtitle to show the class dates:

    October 17 and 18, 9-10:30 a.m.

    November 7 and 8, 2-3:30 p.m.

    Registration required

13. Use right alignment for the text box so it matches the title and subtitle positioning.

14. On slide 2, insert a text box and, using the font size of 18 points, key **Efficient food handling methods**.

15. Center this text box under the picture.

16. Press Ctrl+C to copy the text box and paste it on slide 3. Edit the text to be **Fresh fruits and vegetables**.

17. Repeat this process for slides 4, 5, and 6, as shown in Figure 4-47, using this text:

    Slide 4   **Savory sauces**

    Slide 5   **Pastry for a crowd**

    Slide 6   **Breads like Grandma made**

Figure 4-47

18. Create a handout header and footer. Include the date and your name as the header, and the page number and filename **[4-34your initials]** as the footer.

19. Save the presentation as **[4-34your initials]**. Preview, and then print the presentation as handouts.

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 4-35

Imagine that you are about to open a new retail store or restaurant. Using the content and layout of the Miami Beach presentation from this lesson as a general guide, create a presentation with at least five slides announcing the opening of your business. Use clip art, text boxes, shapes, WordArt, and, if possible, scanned photos to illustrate your presentation. Include a transition effect. Save the presentation as **[4-35your initials]**. Preview, and then print the presentation as handouts.

Exercise 4-36

Create a presentation entitled "Gift Suggestions for [*choose occasion or person*]." Select five or more suitable items from mail-order catalogs and create a separate slide describing each item, including the price and why

you selected it. If you have access to a scanner, scan each item's picture from the catalog and insert it on the appropriate slide. If a scanner is not available, insert a suitable clip art image on each slide. Use your own creativity and the tools learned in this and previous lessons to add interest to the slides. Save the presentation as **[4-36your initials]**. Preview, and then print the presentation as handouts.

Exercise 4-37

Prepare a photo album presentation as a gift for a family member or friend to commemorate a special occasion when you took several pictures. If you do not have a digital camera, then you can scan printed photos. Create an appropriate theme for your presentation based on the occasion by choosing a suitable background design theme and theme colors. Add clip art, text boxes, shapes, and WordArt to illustrate your presentation like a scrapbook. Save the presentation as **[4-37your initials]**. Preview, and then print the presentation as handouts.