Unit 1 Applications

Unit Application 1-1

Copy and delete slides, edit slide text, check spelling, add header and footer information to handouts and slides, modify bullet color, use the Format Painter, and choose print options.

1. Open the file **ThreeYr2**.

2. Use Slide Sorter view to move slide 2 ("Projected Revenue Growth") after slide 7.

3. Delete the newly numbered slide 2 ("Presenting Good 4 U").

4. Move slide 4 ("Financial History") after slide 5.

5. On slide 2, add the title **Who We Are** and delete the text "Their dreams" and the subtext below it.

6. Move to slide 3, which contains blank placeholders, and add the title **What We Want** and key these bulleted items:

   • **To encourage healthy eating**
   • **To promote participation in sports activities**
   • **To expand our market base**

7. Change the bullets on slide 3 to a new color that matches the theme color in the presentation.

8. Move to slide 8. Change the bullets on slide 8 to the square bullets used throughout the presentation using Format Painter.

9. Check spelling in the presentation (assume that all proper names are spelled correctly).

10. View the presentation as a slide show, starting on slide 1.

11. Create a header and footer for handouts that includes today's date as a fixed date, your name as the header, and the filename **[U1-1your initials]** as the footer.

12. Using the Header and Footer dialog box, add a slide number to all slides, including slide 1.

13. Move to the first slide and save the file as **[U1-1your initials]** in a new folder for Unit 1 Applications.

14. Preview and then print the presentation as handouts, four slides per page with landscape orientation, pure black and white, framed.

15. Close the presentation.

Unit Application 1-2

Rearrange slides, edit text, change bullet color, find and replace text, check spelling and style, add slide transitions, add slide numbers, and add handout headers and footers.

1. Open the file **NewFood1**.

2. Find the word "desert" and replace it with **dessert**.

3. On slide 5 ("Just Sweet Enough"), delete the sentence that begins "The striking lime flavor."

4. On slide 3 (the first "Pasta Delights" slide), change the title to **Salad Delights**.

5. Select all the bulleted text on slide 3 and delete it, leaving a blank body text placeholder. In the placeholder, key the text shown in Figure U1-1.

Figure U1-1

- Julie's Spin^a^ch Salad
- Grilled Chicken Salad
- ~~Michael's~~ *Michelle's* Cobb Salad
- Wild Rice and Smoked Turkey Salad
- ~~Corn, Black Bean, and Mango~~ *Southwestern* Salad

6. Change the color of the bullets in slide 3 to a new color that matches the current theme color.

7. Move slide 2 with the subtitle text "A New Dining Event" to the end of the presentation. (It will become slide 6.)

8. Move the new slide 5 ("Appetizer Specials") after slide 1 so that it becomes slide 2. Increase the size of the body text placeholder slightly so the size of the text will match the other body text placeholders.

9. Check spelling in the presentation.

10. Use the Thesaurus to replace the word "Event" on slide 6. Choose "experience" to replace it from the Thesaurus window. Use cut and paste and insert words as needed to get the text on slide 6 to read **A New Experience in Dining**.

11. Add the **Shape Diamond** slide transition to all slides.

12. Add a **Drum Roll** transition sound to only the first slide.

13. Add slide numbers to all slides except the title slide layouts. Add a handout header that contains your name, add a handout footer that contains the filename **[U1-2your initials]**, with the page number and current date.

14. Save the presentation as **[U1-2your initials]** in your Unit 1 Applications folder.

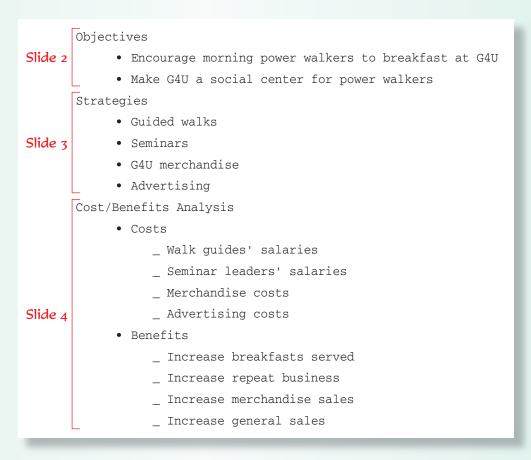15. Preview and then print the entire presentation as handouts, six slides per page, grayscale, framed.

16. Print slide 2 of the presentation in full size, grayscale, framed.

17. Close the presentation.

Unit Application 1-3

Create slides, change theme colors, change slide layout, apply text formatting, change text alignment, replace text, and change bullets.

1. Open the presentation **PowerWalk**.

2. Change the theme color to **Metro**.

3. On slide 1, change the slide title font to Arial Black and take the title off ALL CAPS.

4. Make the subtitle stand out more:

   - Make "Good 4 U" bold.
   - Increase the font size of "4" by one font size increment.
   - Move the placeholder up slightly so all text fits in the green area.
   - Right-align the subtitle text.

5. Working in either the Slide tab or the Outline tab, create slides 2 through 4 using the text shown in Figure U1-2. Use the **Title and Content** layout.

Figure U1-2

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Objectives
Slide 2      • Encourage morning power walkers to breakfast at G4U
             • Make G4U a social center for power walkers
Strategies
             • Guided walks
Slide 3      • Seminars
             • G4U merchandise
             • Advertising
Cost/Benefits Analysis
             • Costs
                 _ Walk guides' salaries
                 _ Seminar leaders' salaries
                 _ Merchandise costs
Slide 4          _ Advertising costs
             • Benefits
                 _ Increase breakfasts served
                 _ Increase repeat business
                 _ Increase merchandise sales
                 _ Increase general sales
```

6. On slide 1, copy the text Good 4 U. Use the Replace command to change all instances of "G4U" to Good 4 U.

7. On slide 2, change the title text font to Arial Black and increase the size by one increment.

8. Double-click the Format Painter, then apply this new formatting to the title on slides 3 and 4.

9. On slide 4, make the following changes:

   • Change the slide layout to **Comparison**.
   • Move the "Benefits" bullet and all its second-level bullets into the right column by cutting and pasting the text.
   • Cut "Costs" and "Benefits" and put them into their respective comparison heading boxes.
   • Increase the size of "Costs" to 32 points and make it bold. Use the Format Painter to give "Benefits" the same treatment.
   • Change the color of bullets on this slide to **Pink, Accent 2** and make them 80 percent of the text size.

10. Check spelling in the presentation.

11. View the presentation as a slide show.

12. Create a handout header and footer; include the date and your name as the header, and the page number and text **[U1-3your initials]** as the footer.

13. Move to slide 1 and save the presentation as **[U1-3your initials]** in your Unit 1 Applications folder.

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

15. Close the presentation.

Unit Application 1-4 ◆ Using the Internet

Research a topic, create a presentation, use cut and paste, rearrange slides, apply a design theme, change theme color, change theme font, add slide and handout header/footer, check spelling, modify bullets, add a text box, and add transition effects.

Use the Internet to research a self-help topic. Choose something that interests you, such as weight loss, anti-aging, body toning, exercise, quit smoking, spirituality, personality improvement, etc. The following is a list of suggested information to gather:

• Background on the topic.

• Who might be interested in this topic.

• Main points to begin the process of self-help in this area.

- Any other information that you think would be useful for a presentation.

- Be sure to cite where you found the information.

Use the material you researched to prepare an informative presentation on your subject. Be sure to include at least five slides in the presentation. Choose any design theme, a new theme color, a new theme font, and new theme effects. Format the presentation attractively. Add a transition to all slides in the presentation.

Use cut and paste and rearrange slides as necessary to get presentation information into a logical sequence.

Change bullets in the presentation to a new shape and color. Add at least one text box within the presentation.

In the slide footer, include the text **Prepared by** followed by your name. Include the slide number on all slides but not the date. In the handout footer, include the text **[U1-4your initials]**. In the handout header, key **Presented to** and then identify to whom you would be giving this presentation (instructor or class). Include in the handout the date you would be delivering the presentation as a fixed date.

Check spelling in the presentation and save it with the filename **[U1-4your initials]** in your Unit 1 Applications folder. Practice delivering the presentation. Preview and then print the presentation handouts, choosing an appropriate number of slides per page, grayscale, framed. Close the presentation.