


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. When you start PowerPoint, it automatically displays a blank presentation.
- T F 2. Editing text in PowerPoint is similar to editing text in Word.
- T F 3. ScreenTips identify command buttons by name only.
- T F 4. In the Slides and Outline pane, you can display either slide thumbnails or outline text but not both at the same time.
- T F 5. Using Normal view, you can edit text on the slide or in the Outline tab.
- T F 6. You can display multiple slides as thumbnails in Slide Sorter view.
- T F 7. When viewing a slide show, pressing the plus sign moves to the next slide.
- T F 8. If you click the Quick Print button  on the Quick Access Toolbar, you can choose exactly which slides to print.

Short Answer Questions

Write the correct answer in the space provided.

1. What shape is the pointer when you move it over text?

2. What is the purpose of using Zoom?

3. Where on the PowerPoint window are the presentation view buttons always displayed?

4. If the Slides and Outline pane is not displayed, what button can you click to make it appear?

5. How would you save a copy of your presentation under a different file name?

UNIT 1 Basic Skills

6. Name four ways to use the keyboard for moving to the previous slide during a slide show.
-

7. Which keys can you press to stop a slide show?
-

8. What is the maximum number of slides you can print on a handout page?
-

Critical Thinking


Answer these questions on a separate page. Support your answers with examples from your own experience, if possible.



1. In this lesson you learned how to display slide thumbnails in the Slides and Outline pane and also in Slide Sorter view. Which way do you prefer to view thumbnails and why?
2. You can produce slide shows, printouts, overhead transparencies, and other presentation media with PowerPoint. Why might you choose one medium over another? What factors would influence your decision?

Skills Review

Exercise 1-19

Open a file, identify parts of the PowerPoint window, key text, print a handout, and save and close a presentation.

1. Open a presentation by following these steps:
 - a. Open PowerPoint.
 - b. From the File tab, choose **Open**.
 - c. Choose the appropriate drive and folder, according to your instructor's directions.
 - d. Double-click the file **Answers**.
2. Click anywhere on the text "Click to add subtitle," and key **[your name]**.
3. Select the two question marks in the text "Exercise 1-??" by dragging the I-beam across them. Key **19**.
4. To move to slide 2, click the Next Slide button  at the bottom of the vertical scroll bar.
5. Key your answers to the four questions on slide 2 by following these steps:
 - a. Click to position the insertion point after the word "Answer:" and press **[Spacebar]**.
 - b. Key the answer to the question. Explore PowerPoint, and remember to use ScreenTips to help you answer the questions.

6. Print slides 1 and 2 by following these steps:
 - a. From the File tab, choose **Print**.
 - b. For Settings, choose:
 - **Print All Slides**
 - **Handout** with 2 slides on a page; check **Frame Slides** and **Scale to Fit Paper**.
 - **Grayscale**.
 - c. Be sure the number of copies is 1 and then click the Print button .
7. From the File tab, choose **Save As**. Navigate to your Lesson 1 folder, and name the presentation as *[your initials]1-19*.
8. Close the presentation by clicking the Close button  in the upper-right corner of the PowerPoint window.
9. Close the presentation and submit your work.

Exercise 1-20

Edit text, save a presentation, run a slide show, print slides, and close a presentation.



NOTE

Before making the changes indicated in Figure 1-10, refer to “Proofreaders’ Marks” at the Professional Approach Online Learning Center at www.mhhe.com/lessonapproach2010. Proofreaders’ marks are special notations used to mark up a printed draft with changes to be made before final printing. Some proofreaders’ marks might be confusing if you are unfamiliar with them. For example, a handwritten “=” indicates that a hyphen is to be inserted.

1. Open the file **FoodMenu**.
2. Notice on the status bar and by viewing the thumbnails in the Slides and Outline pane that this is a three-slide presentation (slide 1 of 3 now appears). Move to slide 3 by dragging the box on the vertical scroll bar.
3. Make corrections to the slide’s text as shown in Figure 1-10.

Figure 1-10
Slide 3 corrections

Just Sweet Enough

Carob Pecan Yogurt Cream Pie

This light and fluffy ^sdesert has an all-natural ^agrahm cracker crust, great flavor, and very little sugar.




Key Lime Soufflé

The ~~striking~~ ^{intense} lime flavor is ^{chef}Michelle’s secret. Made from organic key limes, sweetened with white grape juice, and thickened with organic egg whites.

4. Move to slide 2, and notice that two items show the name of a dish and two items show the descriptions. The descriptions should be indented to distinguish them from the name of each dish; therefore, place your insertion point before each description and press **[Tab]** to indent those lines.




**TIP**


If you are trying to insert text, but the text to the right of your insertion point is disappearing, click your Insert button once on your keyboard. This will take your computer out of Overtyping mode.

5. Run the presentation as a slide show by following these steps:
 - a. Display slide 1. Click the Slide Show button .
 - b. After slide 1 appears, click the left mouse button to advance to the next slide.
 - c. Click the left mouse button three more times to return to Normal view.
6. Save the presentation as **[your initials]1-20** in your Lesson 1 folder.
7. Print only slides 1 and 3 by following these steps:
 - a. From the File tab, choose **Print**.
 - b. In the Print range area, click **Slides** and key **1,3** in the text box.
 - c. Choose **Full Page Slides** and **Grayscale**.
 - d. Click the Print button .
8. Close the presentation by clicking the Close button .
9. Close the presentation and submit your work.

Exercise 1-21


Work with views, edit text, run a slide show, save, and close a presentation.

1. Open the file **DressCode1**.
2. View the presentation's text in outline format by following these steps:
 - a. If the Slides and Outline pane is not displayed, click the Normal view button .
 - b. Click the **Outline** tab.
 - c. Point to the Slides and Outline pane's right vertical border, and drag the splitter bar  to the right to increase the size of this tab. Move the splitter bar back to its original position.
3. Click the Slide Sorter view button , and move slide 3 before slide 2 by selecting slide 3 and dragging it before slide 2.
4. Double-click slide 1 to change back to Normal view.
5. Create a subtitle on slide 1 by following these steps:
 - a. Click the text placeholder containing the text "Click to add subtitle."
 - b. Key **[your name]**.
 - c. Press **[Enter]** to start a new line; then key **[today's date]**.

6. Run a slide show and navigate within the show by following these steps:
 - a. Click the Slide Show button .
 - b. Advance through the slides by pressing **PageDown** several times.
7. Save the presentation as *[your initials]1-21* in your Lesson 1 folder.
8. Close the presentation and submit your work.

Exercise 1-22

Key text, save, print a handout, and close a presentation.

1. Open the file **Events1**.
2. Display slide 2.
3. Insert a new line of bulleted text by following these steps:
 - a. Click the I-beam after the text “National In-Line Skate demo team.”
 - b. Press **Enter** to start a new line with an automatic bullet.
 - c. Key **Autograph session with Marsha Miles**.
4. Edit the text you keyed by following these steps:
 - a. Click the I-beam between the words “with” and “Marsha” to position the insertion point.
 - b. Key **aerobic video star**, and insert any necessary spaces.
5. Save the presentation as *[your initials]1-22* in your Lesson 1 folder.
6. Print the slides full size by following these steps:
 - a. From the File tab, choose **Print**.
 - b. For Settings, choose:
 - **Print All Slides**.
 - **Handouts, 6 Slides Horizontal, Frame Slides, Scale to Fit Paper**.
 - **Grayscale**.
 - c. Click the Print button .
7. Close the presentation and submit your work.

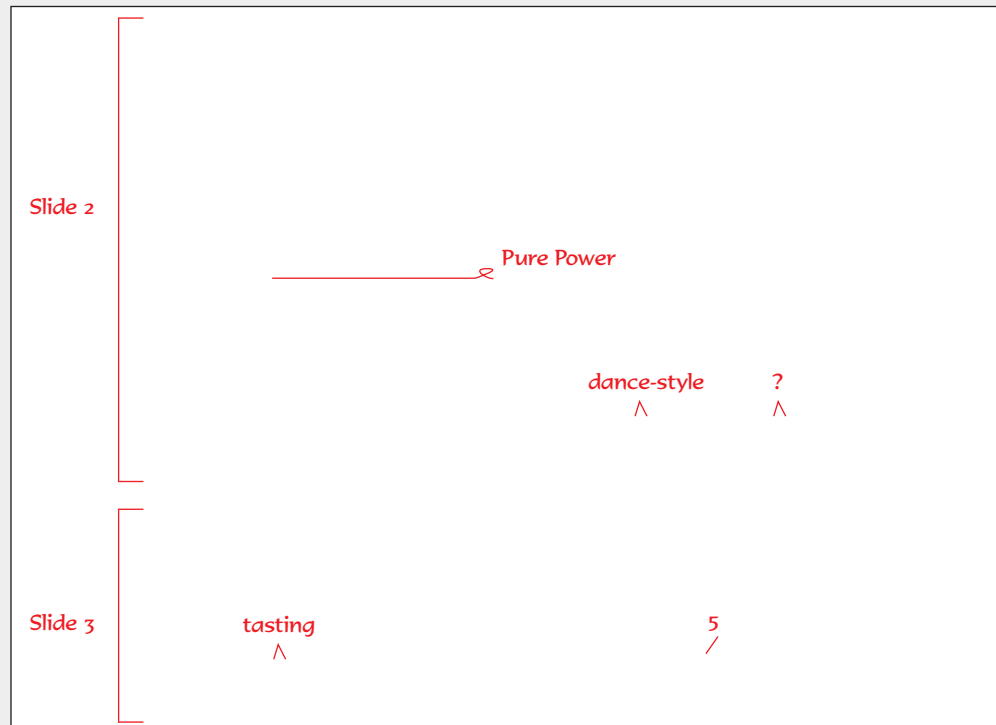
Lesson Applications

Exercise 1-23

Edit text, change presentation views, save, and close a presentation.

1. Open the file **Party1**.
2. Using the Outline tab, make the changes to slides 2 and 3 that are shown in Figure 1-11.

Figure 1-11
Slide 2 and 3
corrections



3. Save the presentation as *[your initials]1-23* in your Lesson 1 folder.
4. View each slide in the presentation.
5. Print handouts three slides per page, grayscale, and framed.
6. Close the presentation and submit your work.

Exercise 1-24

Edit text, run a slide show, save, and close a presentation.

1. Open the file **JulyFun**.
2. Move to slide 2. Change “am” in the first and second bulleted text to **a.m.** Change the date in the last bulleted text to **June 25**.
3. Click the **Outline** tab, and drag the Outline pane’s right border to make it wider.
4. Working on slide 3 in the outline area, change the age in the second bulleted item from “21” to **18**. Save the presentation as *[your initials]1-24* in your Lesson 1 folder.
5. Click the **Slides** tab, and display slide 1. View the presentation as a slide show, clicking to display each new slide and text animation.
6. Close the presentation and submit your work.

Exercise 1-25

Edit text, print a handout, save, and close a presentation.

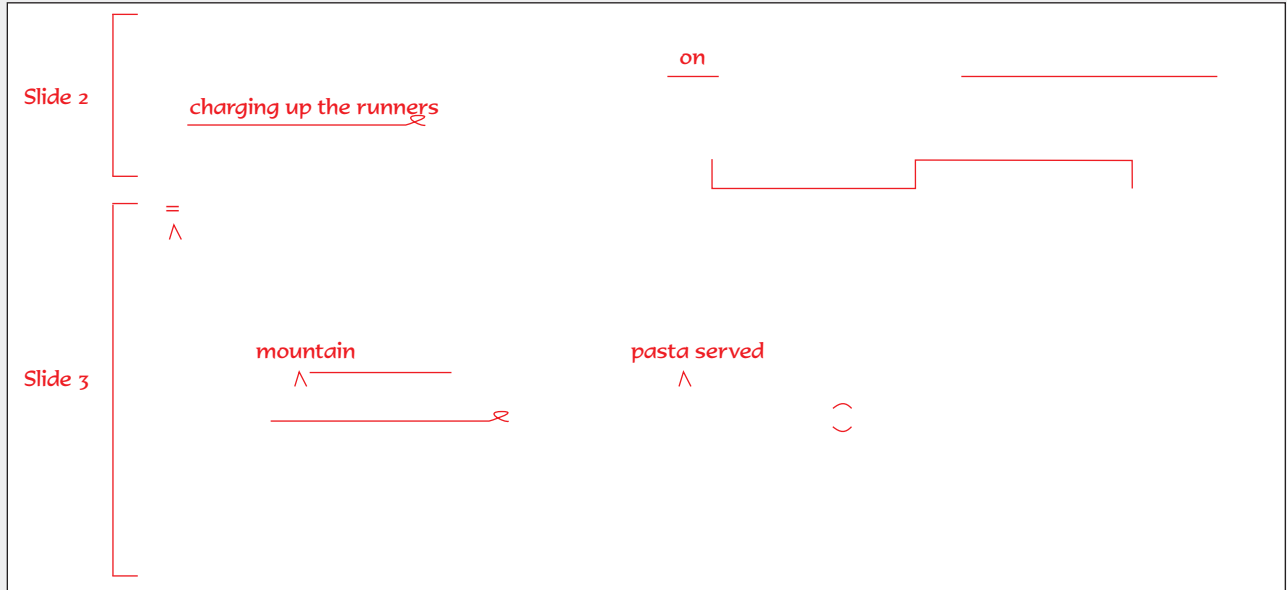
1. Open the file **DressCode2**.
2. On slide 1, key the word **Personnel** at the left of “Training” so that the second line of the title reads “Personnel Training Session.”
3. Click to position the insertion point at the end of the last line of text on slide 2 (which begins “Under no circumstances”) and key **while on the job**.
4. On slide 3, click to position the insertion point on the last line of text between “Good 4 U” and “test”; then key **proficiency** (the phrase should read “Good 4 U proficiency test”).
5. Click the **Outline** tab, and make the Outline pane wide enough to work comfortably. Scroll down to display the outline text for slide 4.
6. Working on slide 4 in the Outline pane, delete the periods at the ends of the two sentences that begin “Guests” to have consistent formatting.
7. On the last bulleted text, change “Shirts are” to **T-shirts will be**.
8. Save the presentation as *[your initials]1-25* in your Lesson 1 folder.
9. Print the presentation as a handout—four slides per page, grayscale, framed.
10. Close the presentation and submit your work.

Exercise 1-26 ♦ Challenge Yourself

Edit text, print a slide and handouts, and close a presentation.

1. Open the file **RacePrep**.
2. Using whichever view you choose, edit slide 2 and slide 3 as shown in Figure 1-12.

Figure 1-12
Slide 2 and 3
corrections



3. View the presentation in Slide Sorter view.
4. Run a slide show of the presentation, beginning with slide 1.
5. Change the Properties to add your name as the author on the Summary tab in Advanced Properties.
6. Save the presentation in your Lesson 1 folder as *[your initials]1-26*.
7. Close the presentation and submit your work.

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 1-27

Open the file **Events1**. Change the title on slide 2 to **Summer Events**. Edit the slide's bullets for June and July by changing the events to swimming, softball, sand volleyball, or other summer activities. Save the presentation as *[your initials]1-27*. Preview and then print the presentation as handouts, two slides per page. Close the presentation and submit your work.

Exercise 1-28

Open the file **FoodMenu**. On slide 2, replace the text describing the pasta dishes with pasta creations from your imagination. On slide 3, replace the text describing the desserts with your own combination of sweet indulgences. The descriptions of food should be shown as bulleted text, indented beneath the name of the food item. Be sure the desserts you describe use healthy ingredients.

Save the presentation as *[your initials]1-28*. Preview and then print the presentation as handouts, three slides per page. Close the presentation and submit your work.

Exercise 1-29

Open the file **FruitJuice**. On slide 1, add your name in the subtitle placeholder. On slide 2, decrease each of the list levels that begin with the word "variations." After the word "variations" under each type of juice, key your own creation of juice combinations that could create new juice titles. Get creative since the Good 4 U restaurant prides itself on serving healthy food and drinks. Save the presentation as *[your initials]1-29*. Preview and then print the presentation as handouts, with landscape orientation, two slides per page. Close the presentation and submit your work.