

Concepts Review

True/False Questions

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

- T F 1. A new presentation can begin as a blank presentation.
- T F 2. A new slide is added by pressing **Ctrl**+**Y**.
- T F 3. Pressing **Esc** while a text box is activated selects the entire text box.
- T F 4. You can use **Ctrl**+**Enter** to activate the next slide placeholder and to insert a new slide.
- T F 5. The **Shift**+**F3** keyboard shortcut will change selected text from uppercase to lowercase.
- T F 6. Sentence case capitalizes the initial letter of all words in a paragraph.
- T F 7. Dragging a sizing handle repositions a placeholder.
- T F 8. To move a text placeholder, 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 by incremental sizes?

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?

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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?

Critical Thinking

Answer these questions on a separate page. 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 a new, blank presentation.
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 *[your initials]2-23* in your Lesson 2 folder.
7. Close the presentation and submit your work.

Exercise 2-24

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



1. Open the file **Walking**.
2. On slide 1, change the 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**.

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5. Change the case of the text on slide 5 by following these steps:
 - a. Select the last bulleted item by clicking its bullet.
 - b. From the Home tab, in the Font group, click the Change Case button .
 - c. Choose **tOGGLE cASE**.
6. Using step 4 above as a guide, change the title text formatting on slides 2, 3, 4, and 6 to match that on slide 5.
7. Move to slide 1, and save the presentation as *[your initials]2-24* in your Lesson 2 folder.
8. Close the presentation and submit your work.

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 Bullets button  to remove the bullets from the body text placeholder.
 - d. If the ruler is not displayed, click the View tab, in the Show group, and choose **Ruler**.
 - e. Drag the first-line indent marker (top triangle) to the right, to the 1-inch mark on the ruler.
4. Move to slide 3, and change the spacing before the bullets by following these steps:
 - a. Select all 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 the text by one tick mark on the ruler. Move the oval shapes that emphasize the words “week” and “paid” up slightly to the right. (Remember an easy way to select objects is to start with no object selected and press  until you cycle to the object you want to select.)
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 *[your initials]2-25* in your Lesson 2 folder.
8. Close the presentation and submit your work.

Exercise 2-26

Change text box settings and page setup options.

1. Open the file **Upgrade**.
2. On the title slide, make these changes:
 - a. *Title placeholder*. Change to 66 points, shadow, and **Orange, Accent 1** 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 indent the first line of the paragraph to the 1.5-inch mark on the ruler.
 - b. Move the placeholder slightly to the left so that 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—one under each picture—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, and move the picture of the computer up and to the left, level with the rainbow-colored line under the slide title.
7. Save the presentation as *[your initials]2-26* in your Lesson 2 folder.
8. Close the presentation and submit your work.

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
Slides 2, 3, and 4

Slide 2

Our Food Safety Programs

- Food handler training
- Management inspections
- Safety supervisors on-site
- Reports to USDA

Slide 3

Safe Food-Handling Practices

- Wear gloves, hair nets, and beard nets
- Wash hands before and after handling food
- Wear clean uniforms
- No smoking

Slide 4

Food Procurement — Use Two Content layout

- Know your suppliers
- Prefer local growers
- Prefer organic food
- Insist on freshness
- Insist on cleanliness
- Test for pesticides

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 *[your initials]2-27* in your Lesson 2 folder.
6. Close the presentation and submit your work.

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 the text for a pleasing distance and correct word wrapping of the text.
 - Change the after-paragraph 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 after-paragraph 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 that the bullet is indented 1.25 inches and the text is indented 1.5 inches.
 - Select the second-level bullets, and change the after-paragraph spacing to 12 points.
5. On slide 5, do the following:
 - Remove the bullets.
 - Press **[Tab]** after “Miami” so that the dates are aligned.
 - Select the text, and change the line spacing to 2.
 - Adjust the size of the placeholder to fit the text.
 - Center the placeholder horizontally so that 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 that no lines word-wrap.
 - Change the line spacing to 2.
7. Save the presentation as **[your initials]2-28** in your Lesson 2 folder.
8. Close the presentation and submit your work.

Exercise 2-29

Add slides, modify fonts, and customize bullets.

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 that 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. Insert 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—choose Arrow Bullets in a brown color that works well with the design theme colors.
8. Resize the text box as needed so that the lines do not word-wrap.
9. Align the bulleted list beside the picture as shown in Figure 2-30.

Figure 2-30
Slide 2



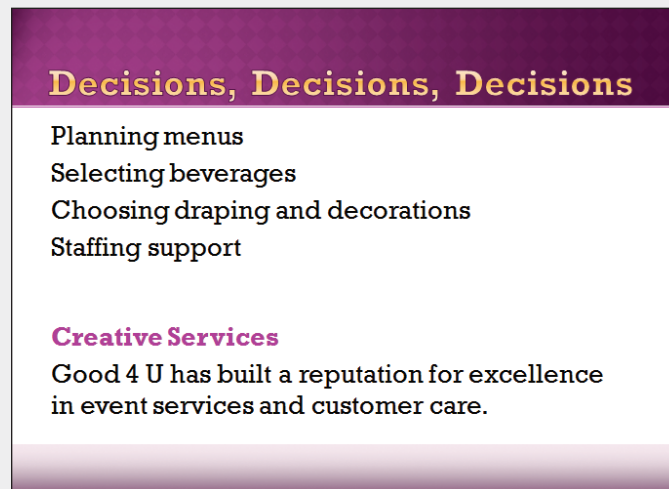
10. Move to slide 1, and save the presentation as *[your initials]2-29* in your Lesson 2 folder.
11. Close the presentation and submit your work.

Exercise 2-30 ♦ Challenge Yourself

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

1. Open the file **PartyPlanning**.
2. On slide 1, change the text in the subtitle placeholder to today's date.
3. On slide 2, remove all the bullets from both body text placeholders. Resize the left placeholder, and move it under the slide title so that it is aligned on the left.
4. Resize the “Creative Services” text placeholder, and position it as shown in Figure 2-31. Modify the text “Creative Services” by applying bold and changing the font color to **Pink, Text 2**.

Figure 2-31
Slide 2



5. Move to slide 4, and create text boxes to key the text shown in Figure 2-32. Center-align all the text, and use the Arial 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.

Figure 2-32
Slide 4



6. Save the presentation as *[your initials]2-30* in your Lesson 2 folder.
7. Close the presentation and submit your work.

**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 boxes. Then reposition and change the text in each one.

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

You are on the marketing team for a local pizza parlor. Develop a proposal for a sales promotion to entice customers to frequent the parlor during the lunch hours. Organize your strategy, and create a PowerPoint presentation with a title slide. The intended audience of the presentation is the management at the pizza parlor. Save the presentation as *[your initials]2-31*. Close the presentation and submit your work.

Exercise 2-32

Assume you are on a planning committee for a student organization or for your employer that has the responsibility of planning 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 *[your initials]2-32*. Close the presentation and submit your work.

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 the brand and options that would be appropriate. Be sure to include a slide presenting the costs and a slide describing the benefits of choosing this system. Provide the URL addresses for the sites on which you found the information. Create at least six slides using different slide layouts. Save the presentation as *[your initials]2-33*. Close the presentation and submit your work.