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. The only way to change the order of slides is to drag them to a new position in Slide Sorter view.

T F 2. The Clipboard can store up to 24 items that you cut or copy from a presentation.

T F 3. The keyboard shortcut for undoing a task is Ctrl + Z.

T F 4. The Format Painter tool can copy formatting from one slide to another.

T F 5. Slides can have headers, but handouts cannot have headers.

T F 6. The Spelling Checker is activated by pressing F1.

T F 7. The Find command is located on the Review tab.

T F 8. Slide transitions appear when you move from one slide to the next while presenting a slide show.

Short Answer Questions

Write the correct answer in the space provided.

1. How do you select two noncontiguous slides at the same time?

2. How do you change the theme colors of just one slide in a presentation?

3. Name two ways to copy a selection of text.

4. What is the default number of actions that you can undo using the undo feature in PowerPoint?

5. How do you use the thesaurus?

6. When you use the Header and Footer dialog box to add slide numbers to a presentation, where do the numbers usually appear on the slides?

7. How would you apply a transition to all the slides in a presentation?

8. What feature can you use to copy the formatting of selected text to new text?

Critical Thinking

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

1. PowerPoint enables the user to choose a different design theme, color, font, effect, transition, and animation for each slide. How can these effects be applied consistently, and why is it important to portray consistency throughout the presentation?

2. What information is important to include on slide footers? What information is important to include on handout and notes page headers and footers? Why?

Skills Review

Exercise 3-23

Add text, rearrange slides, add sections, and delete slides.

1. Open the file **Resort**.

2. On slide 1, replace "Student Name" with ***[your name]***.

3. On slide 2, change the title "Customer Requirements" to **Vacationer's Expectations**.

4. On slide 3, insert a new bulleted line after the first bullet point, and key **Our name associated with gourmet dining**.

5. On slide 4, key the following text into the blank body text placeholder:

 Miami Beach
 Palm Springs
 Niagara Falls

6. Reverse the position of slides 2 and 3 by following these steps:

   a. On the Slides and Outline pane, click the Slides tab.

   b. Position your pointer on the right border of the Slides tab, and drag the splitter bar to the right to enlarge the slide thumbnails.

   c. Click the slide 3 thumbnail to select it.

   d. Drag slide 3 up so it is between slides 1 and 2.

   e. Release your mouse button.

7. Reverse the position of slides 5 and 6.

8. Add and rename a section by following these steps:

   a. Select slide 1 on the Slides tab.

   b. From the Home tab, in the Slides group, click the Section button, and choose **Add Section**.

   c. Right-click the section title "Untitled Section," and choose **Rename Section**.

   d. Key **Resort Presence**, and click **Rename**.

9. On slide 6, add another section called **Strengths**.

10. Delete slide 7 "Key Benefits".

11. Move to slide 1, and save the presentation as *[your initials]*3-23 in your Lesson 3 folder.

12. Close the presentation and submit your work.

Exercise 3-24

Rearrange slides; use cut, copy, duplicate, and paste; use undo; and check spelling.

1. Open the file **EatingGuide**.

2. Duplicate slide 1 by following these steps:

   a. Select slide 1 on the Slides tab.

   b. From the Home tab, in the Clipboard group, click the down arrow on the Copy button, and choose **Duplicate**.

3. Press Ctrl + Z, the keyboard shortcut for Undo, to remove this duplicated slide.

4. On slide 3 "Basic Food Groups" select the text "Use sparingly," and from the Home tab, in the Clipboard group, click the Cut button.

5. Move to slide 7, and paste the copied text by using the following steps:

   a. Click the I-beam pointer in the body text placeholder after "Sweets."

   b. Press Enter two times.

   c. From the Home tab, in the Clipboard group, click the Paste button.

6. On the Home tab, in the Paragraph group, click the Decrease List Level button so that "Use Sparingly" is even with the word "Examples."

7. On the Slide tab, drag slide 10 below slide 3.

8. Check spelling in the presentation using the following steps:

    a. Move to slide 1. From the Review tab, in the Proofing group, click the Spelling button [ABC].

    b. Make corrections as needed, and click **OK** when the spelling check is complete.

    c. Move to slide 1, and save the presentation as *[your initials]***3-24** in your Lesson 3 folder.

9. Close the presentation and submit your work.

Exercise 3-25

Use the Undo command, apply a design theme, change theme colors, and add a handout footer.

1. Start a new blank presentation.

2. Apply a design theme by using the following steps:

    a. From the Design tab, in the Themes group, click the More button [▼].

    b. Click the **Verve** design theme to apply it to the presentation.

3. On slide 1, key **Smart Diet Options** for the presentation title. Key **Choosing Low-Fat Foods** for the subtitle.

4. Insert a new slide with the **Two Content** layout.

5. Key the title for slide 2 (on two lines) and bulleted text for slide 2 that are shown in Figure 3-22, increasing the list level for bulleted text below "Under" and "Over" as shown.

6. Repeat steps 4 and 5 to create slide 3.

Figure 3-22
Content for slides 2 and 3

Slide 2

```
Calories from Fat:

Bread, Cereal, Rice, Pasta

   •   Under 30%                    •   Over 30%
          o   Bagels                       o   Muffins
          o   Corn tortillas               o   Biscuits
          o   Pita bread                    o   Taco shells
```

Slide 3

```
Calories from Fat:

Vegetables

   •   Under 30%                    •   Over 30%
          o   Raw                           o   French fries
          o   Steamed                       o   Hash browns
          o   Vegetable juice               o   Onion rings
```

7. View the presentation as a slide show, starting on slide 1. Return to Normal view when you're finished.

8. Change the design theme: From the Design tab, in the Themes group, click the More button ⏷; then click the **Concourse** theme.

9. Change theme colors: From the Design tab, in the Themes group, click the Colors button ▉; then click **Opulent**.

10. Click the Undo button ↺ to compare the new color scheme with the previous one.

11. Click the Redo button ↻ to reapply the color change.

12. Check spelling in the presentation.

13. Create a Notes and Handouts footer: From the Insert tab, in the Text group, click the Header and Footer button 📄. On the Notes and Handouts tab, make these adjustments:
    a. Check **Date and time**, and choose **Update automatically**.
    b. Check **Footer**, and key *[your initials]*3-25 in the Footer text box.
    c. Make sure **Page number** is checked.
    d. Click **Apply to All**.

14. Move to slide 1, and save the presentation as *[your initials]*3-25 in your Lesson 3 folder.

15. Close the presentation and submit your work.

Exercise 3-26

Add headers and footers, change the theme colors, apply a slide transition, and modify effect settings.

1. Open the file **Takeout**.

2. On slide 1, replace "Student Name" with your name.

3. Add a transition effect by following these steps:
    a. From the Transitions tab, in the Transition to This Slide group, click the More button ⏷. In the Exciting category, select **Dissolve**.
    b. From the Transitions tab, in the Timing group, click the Sound list arrow, and choose **Cash Register**.
    c. Click the up arrow on the Duration box to increase the time of the transition by one .05-second increment to **01:25 seconds**.
    d. From the Transitions tab, in the Timing group, click the Apply to All button 🔲.

4. Add a slide footer and numbers: From the Insert tab, in the Text group, click the Header and Footer button 📄. On the Slide tab, make these adjustments:

    a. Check **Slide number**.

    b. Check **Footer**, and key your name.

    c. Click **Don't show on title slide** so that the footer and slide number do not print on slide 1.

    d. Click **Apply to All**.

5. Move to slide 2, and notice that with this theme the footer shows at the top of the slide.

6. Create a handout header and footer; include the date, your name as the header, the page number, and *[your initials]***3-26** as the footer.

7. Save the presentation as *[your initials]***3-26** in your Lesson 3 folder.

8. View all the slides as a slide show.

9. Close the presentation and submit your work.

Lesson Applications

Exercise 3-27

Rearrange slides, add sections, cut and paste text, and check spelling.

1. Open the file **FoodSafety**.

2. On slide 4, cut the bulleted items in column 2, and paste them at the bottom of column 1. Ignore the Paste Options button 📋 that appears; the text is formatted correctly.

3. Change the layout of slide 4 to **Title and Content**.

4. Edit text and increase the list level for the bulleted items as shown in Figure 3-23.

Figure 3-23
Completed slide

5. Add a new slide 5 using the **Text and Content** layout and the text shown in Figure 3-24.

Figure 3-24
Slide 5 content

```
Inspections
    •   Training inspections
            o   Scheduled
            o   Cooperative
    •   Internal evaluation inspections
    •   USDA inspections
```
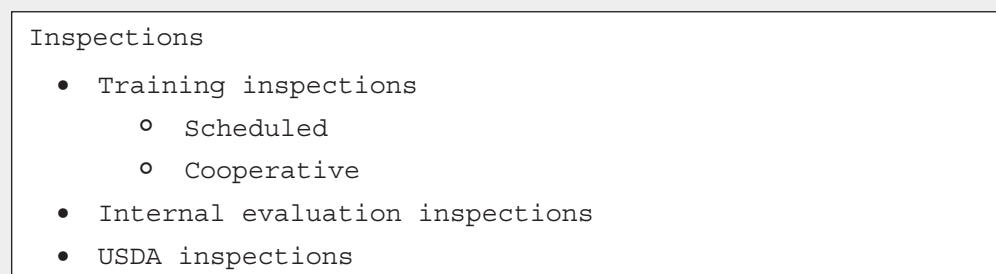
6. Add two new sections to the presentation. Add one on slide 3 titled "Food Handling and Procurement" and one on slide 5 titled "Inspection."

7. Check spelling in the presentation.

8. Move to slide 1, and save the presentation as *[your initials]*3-27 in your Lesson 3 folder.

9. View the presentation as a slide show.

10. Close the presentation and submit your work.

Exercise 3-28

Delete and reorder slides, check spelling, find and replace text, and add a header and footer.

1. Open the file **Premium**.

2. On slide 1, change the subtitle text to the following:

   Item 1: Water bottle
   Item 2: Visor
   Item 3: Knee pads

3. Select the thumbnails for slides 2 "Introduction", 7 "Real Life", and 8 "What This Means".

4. Delete the selected slides.

5. Use the **Replace** command to replace each occurrence of the word "Topic" with the word "Item." Use the **Match case** and **Find whole words only** options so that you replace only "Topic" and not "Topics" or "topic."

6. Edit slides 2 "Topics of Discussion" through 6 "Next Steps" so that they contain only the text shown in Figure 3-25.

Figure 3-25
Content for slides 2 through 6

```
Topics of Discussion ──────── Title

Slide 2
        •  Introduce new premium items to give away at
           special events
        •  All premium items will contain the Good 4 U logo

Item 1: Water Bottle ──────── Title

Slide 3  •  Made of durable plastic
        •  Excellent for outdoor sports and indoor workouts

Item 2: Knee Pads ──────── Title

Slide 4  •  Made of durable vinyl/foam
        •  Essential protection for skaters

Item 3: Visor ──────────── Title

        •  Made of white cotton blend
Slide 5 •  Adjustable, one size fits all
        •  Ideal for tennis, running, walking

Next Steps ──────────── Title

        •  Create designs
Slide 6 •  Produce prototype items
        •  Analyze production costs
```

7. Move slide 5 "Item 3: Visor" above slide 4 "Item 2: Knee Pads", and renumber the titles of the slides to be in order by item number.

8. Check spelling in the presentation.

9. View the presentation as a slide show.

10. Add your name to the handout header and the file name *[your initials]*3-28 to the handout footer, and set the date and time to update automatically.

11. Move to slide 1, and save the presentation as *[your initials]*3-28 in your Lesson 3 folder.

12. Close the presentation and submit your work.

Exercise 3-29

Check spelling, add a header and footer, apply a design theme, change the theme colors, and add transitions.

1. Create a new presentation using the text shown in Figure 3-26.

Figure 3-26
Presentation content
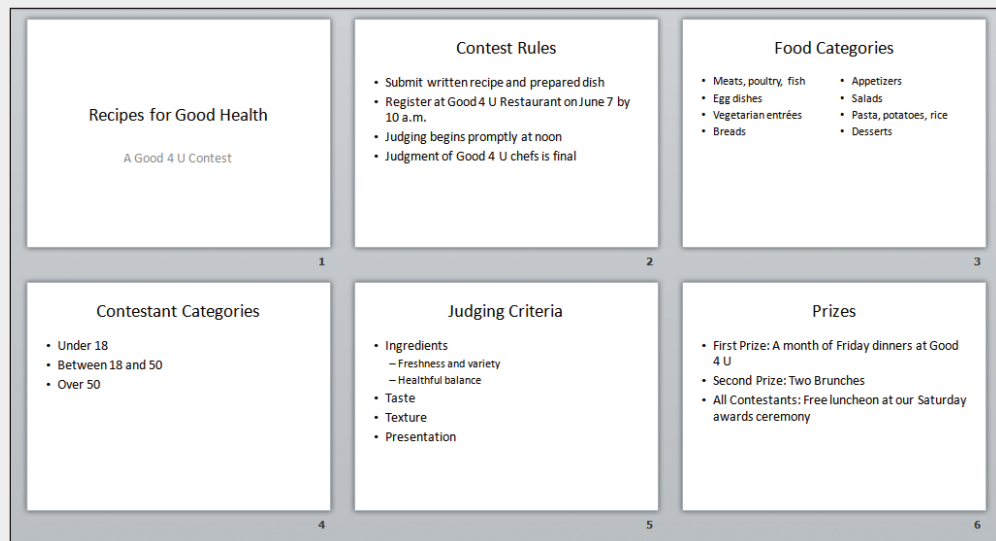
2. Apply the design theme **Foundry**.

3. Apply the theme color **Median**.

4. Check spelling in the presentation.

5. Add the **Clock** slide transition and apply the **Wedge** transition effect option to all slides.

6. Add slide numbers to all slides.

7. Create a handout header and footer; include the date, your name as the header, the page number, and *[your initials]*3-29 as the footer.

8. Move to slide 1, and save the presentation as *[your initials]*3-29 in your Lesson 3 folder.

9. Close the presentation and submit your work.

Exercise 3-30 ◆ Challenge Yourself

Rearrange and delete slides, cut and paste text, check spelling, add a handout header and footer, and add transition effects.

1. Open the file **Contest1**.

2. On slide 1, key the subtitle **Rules, Judging, and Prizes**.

3. Add a new slide with a **Title and Text** layout after the title slide. Key the text shown in Figure 3-27.

Figure 3-27
Slide 2 content

```
Contest Rules

  •  Submit an original written recipe and dish

        o  Good 4 U Restaurant, Saturday, June 7

        o  10 a.m. to noon

  •  Judging is from noon to 2 p.m.

  •  Judges' decisions are final

  •  Anyone may enter except Good 4 U employees and their
     families
```

4. Change slide 5 "Ingredients to Use" to a **Two Content** layout; then cut the body text from slide 3, and paste it in the second column of slide 5.

5. Change the title of slide 5 to **Recipe Ingredients**. Insert a new bulleted line at the top of the first column, and key **Use**. Increase the list level for all the text below it. Insert **Avoid** at the top of the second column, and increase the list level for all the text below it.

6. Delete slide 3 "Ingredients to Avoid"; then rearrange the remaining slides where needed so that they appear in the following order:

    Slide 1: Recipe Contest   Slide 4: Awards

    Slide 2: Contest Rules   Slide 5: Judging Criteria

    Slide 3: Recipe Ingredients

7. Check spelling in the presentation.

8. Review the presentation as a slide show.

9. Add the **Ripple** transition with the **Center** effect option, and increase the duration to **01:75 seconds**; apply to all slides in the presentation.

10. Create a handout header and footer; include the date updated automatically, your name as the header, the page number, and *[your initials]***3-30** as the footer.

11. Move to slide 1 and save the presentation as *[your initials]***3-30** in your Lesson 3 folder.

12. 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 3-31

Imagine that you are organizing a fund-raiser for your local community college to raise money for an updated technology for the business department. Local businesses have donated interesting products, and business students will sell tickets for a drawing to determine who will receive the products. Decide how you might organize such an event, and prepare a slide show to promote it. Rearrange slides and copy and paste text as necessary to get them in a logical order. Add sections to organize the content of your presentation. Apply a design theme of your choice. Add a handout footer with your name and the file name in it. Check spelling in the presentation. Save the presentation as *[your initials]***3-31**. Close the presentation and submit your work.

Exercise 3-32

You have decided to turn a personal interest or hobby into a business. Develop a presentation briefly describing your personal interest or hobby, i.e., scrapbooking, building guitars, quilting, riding motorcycles, cooking. Describe how you plan to generate income. Create at least six slides using a design theme, theme colors, theme effects, and slide transitions. Copy and paste as necessary to put the text in a logical sequence. Rearrange or delete slides as necessary to finalize your presentation. Check spelling in the presentation. Add page numbers to the slides. Save the presentation as *[your initials]***3-32**. Close the presentation and submit your work.

Exercise 3-33

The owner of a bookstore has decided to increase traffic by hosting a book-reading or author-signing day based on a children's story. Choose a children's story, for example, a Dr. Seuss classic, Berenstain Bears, or Frog and Toad's adventures. Create a presentation that promotes the event. This presentation will be given at school reading nights to encourage parents to bring their children to the event. Include the title of the book and the author's name. Describe the event, and include small details of the story to increase interest. Rearrange slides as necessary to get them in a logical order. Choose a design theme and theme colors that convey the mood of the book and event. Add transition effects. Add page numbers to the slides. Check the spelling in the presentation. Save the presentation as *[your initials]*3-33. Close the presentation and submit your work.