

Unit 1 Applications

Unit Application 1-1

Copy and delete slides, edit slide text, add sections, 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 **ThreeYears2**.
2. Use the 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; 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. Using Format Painter, change the bullets on slide 7 to the square bullets used throughout the presentation.
9. Add a section for “Where We’re Going” and a section for “Financial History” on their respective slides.
10. Check spelling in the presentation (assume that all proper names are spelled correctly).
11. View the presentation as a slide show, starting on slide 1.
12. Using the Header and Footer dialog box, add a slide number to all slides except the title slide. For handouts, include today’s date as a fixed date, your name as the header, and the file name **[your initials]U1-1** as the footer.
13. Move to the first slide, and save the file as **[your initials]U1-1** in a new folder for Unit 1 Applications.
14. Preview the presentation, and then print it as handouts, four slides per page with landscape orientation, pure black and white framed.
15. Close the presentation and submit your work.

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 **NewFood**.
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
Slide 3 content

- Julie’s Spin^gch 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 that the size of the text will match that in 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**. Resize the placeholder on the right so that the text remains on one line.
11. Add the **Shape** slide transition, modify the effect to be **Diamond**, and apply it 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, and add a handout footer that contains the file name **[your initials]U1-2**; do not add page numbers or a date.
14. Save the presentation as **[your initials]U1-2** in your Unit 1 Applications folder.
15. Close the presentation and submit your work.

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 change the font case to capitalize each word instead of using uppercase.
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 that all text fits in the green rectangle.
 - 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
Slides 3, 4, and 5

Slide 2	<p>Objectives</p> <ul style="list-style-type: none"> • Encourage morning power walkers to breakfast at G4U • Make G4U a social center for power walkers
Slide 3	<p>Strategies</p> <ul style="list-style-type: none"> • Guided walks • Seminars • G4U merchandise • Advertising
Slide 4	<p>Cost/Benefits Analysis</p> <ul style="list-style-type: none"> • Costs <ul style="list-style-type: none"> - Walk guides' salaries - Seminar leaders' salaries - Merchandise costs - Advertising costs • Benefits <ul style="list-style-type: none"> - Increase breakfasts served - Increase repeat business - Increase merchandise sales - Increase general sales

6. 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. Use the Format Painter to give “Benefits” the same treatment.
 - Decrease the list level for the bullets in both columns.
 - Change the color of the bullets in both columns to **Green, Accent 1**.
10. Change the color of all bullets in the presentation to match the ones on slide 4. (*Hint: Do not use Format Painter, since the font size of this slide is different from that of the destination slides.*)
11. Check spelling in the presentation.
12. View the presentation as a slide show.
13. Create a handout header and footer; include the date, your name as the header, the page number, and **[your initials]U1-3** as the footer.
14. Move to slide 1, and save the presentation as **[your initials]U1-3** in your Unit 1 Applications folder.
15. Close the presentation and submit your work.

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 sections, add slide and handout headers and footers, 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, quitting smoking, spirituality, or personality improvement. Imagine that you work for a nonprofit organization that specializes in helping people with the topic you have chosen (e.g., Smokefree America or Shape Up America). The following is a list of suggested information to gather:

- Background on the topic.
- Who might be interested in this topic.

- Main points on beginning the process of self-help in this area.
- Any other information that you think would be useful for a presentation.
- Basic information about the nonprofit organization.
- Where interested parties should call or go for help.
- Where you found the information.

This material that you have researched will be used in a regional promotion by the nonprofit organization to get individuals in the area to seek help. Be sure to include at least six 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. Add at least two sections to organize the content of the presentation.

Change the 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 *[your initials]U1-4*. In the handout header, key **Presented to**, and then identify to whom you will be giving this presentation (instructor or class). Include in the handout the date (as a fixed date) on which you will be delivering the presentation.

Check spelling in the presentation, and save it with the file name *[your initials]U1-4* in your Unit 1 Applications folder. Practice delivering the presentation. Submit your work.