

## Unit 2 Applications

### Unit Application 2-1

Work with WordArt, work with images, group objects, and create a table.

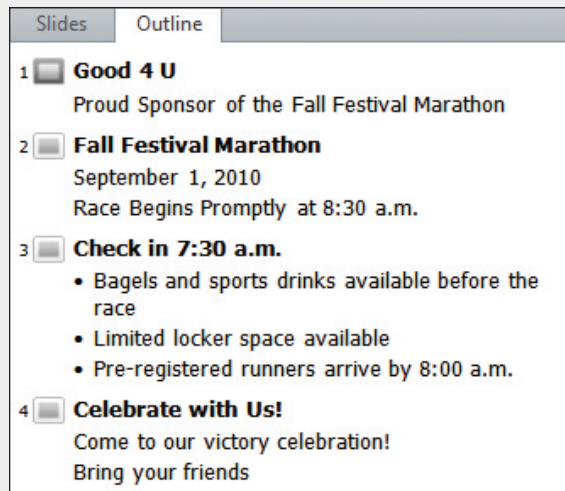
1. Open the file **Runner**.
2. On slide 1, key **Good 4 U** as the title and **Proud Sponsor of the Fall Festival Marathon** as the subtitle.
3. Find and insert an illustration of a runner. Position it in the upper right area of the slide.
4. Resize the image to about 4 inches wide so that it does not overlap any text, and color it a dark blue to match the theme.
5. Change the picture style to **Drop Shadow Rectangle**. Your completed slide 1 should look similar to Figure U2-1.

**Figure U2-1**  
Completed title slide



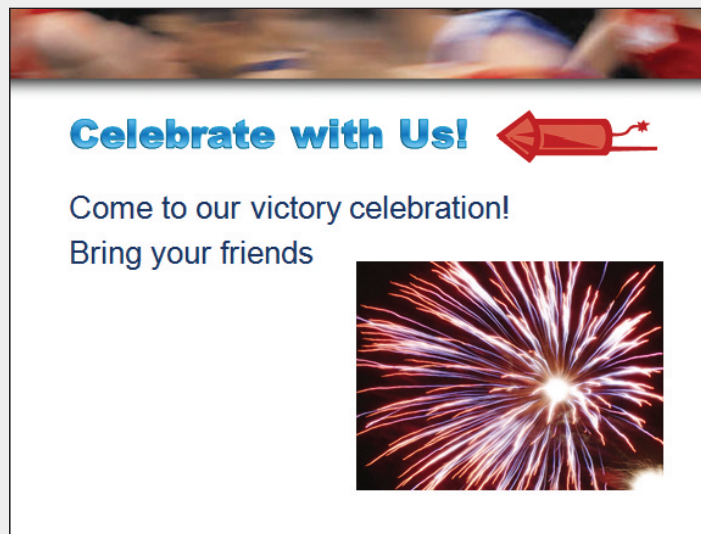
6. Working in the Outline pane, key the text shown in Figure U2-2, inserting new slides where needed.
7. On slides 2 and 4, remove the bullets from the body text placeholders.

**Figure U2-2**  
Presentation text



8. On slide 4, insert the **Fireworks** picture from your student data files, and position it in the bottom right corner of the slide. Apply the **Glow Diffused** artistic effect.
9. Insert the **Rocket** picture from your student data files, and rotate the image so that the rocket points at the title on the slide, as shown in Figure U2-3.

**Figure U2-3**  
Finished slide with artistic effect



10. Insert a new slide after slide 4 that uses the **Blank** layout. Insert an illustration of a race. Resize the picture proportionately so that it almost fills the open space on the slide. If the picture is an odd size, crop it where necessary so that it is the same size and shape as the slide. Change the picture color to **Brown, Accent color 4 light**, and adjust the picture's brightness and contrast settings to soften the colors so that WordArt will be readable when placed over the image.
11. Create WordArt text by using **Gradient Fill – Turquoise, Accent 1**, **Outline – White**, **Glow – Accent 2**. Key the following text on three lines, and center this text over the image:
 

**Award Ceremony**  
**6 p.m.**  
**Central Park**

12. Increase the text size to 60 points, and apply a dark-blue shadow **Offset Left** with a distance of **8**.
13. Check spelling in the presentation.
14. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]U2-1* as the footer.
15. Create a new Unit 2 Applications folder. Move to slide 1, and save the presentation as *[your initials]U2-1* in your Unit 2 Applications folder.
16. Close the presentation and submit your work.

## Unit Application 2-2

**Add a table, insert a chart, create a SmartArt cycle diagram, and add a shape and a text box to a chart.**

1. Open the file **HeadCount**. Apply the **Verve** design theme, and use the **Trek** theme color.
2. Insert a new slide after slide 3 that uses the **Title and Content** layout, and key the title **Current Breakdown**.
3. Create a table with five columns and four rows, and key the data shown in Figure U2-4.
4. Merge two cells for “Kitchen” and two cells for “Service.”
5. Change the Table Style to **Dark Style 1 – Accent 6**.
6. Adjust the column widths so that the text fits attractively, and align the text to match the figure. The overall table dimensions should be approximately 6.2 inches wide by 3 inches tall.
7. Vertically center all of the text in the table.
8. Position the table evenly on the slide.

**Figure U2-4**  
Table data

	Kitchen		Service	
	F/T	P/T	F/T	P/T
Weekdays	13	8	19	9
Weekends	7	13	9	16

9. Increase the font size of the text in the table to 24 points.
10. Insert a new slide after slide 4 that uses the **Title and Content** layout, and key the title **Past, Current, Projected**. Create a Clustered column chart by using the data shown in Figure U2-5. Delete any extra rows or columns or select a new range of data to ensure that only the chart data are selected.

**Figure U2-5**  
Chart worksheet data

	A	B	C
1		Full-time	Part-time
2	2009	41	30
3	2010	40	35
4	2011	48	46
5	2012	68	61

11. Apply a gradient fill to each series of columns, using theme colors of your choice. Move the legend to the bottom.
12. Draw a text box at the top of the chart; key the text **Projecting 61 P/T, 38 F/T!**. Change the text to 24 points, and make it bold. Resize the text box so that all the text fits on one line.
13. Draw an arrow from the text to the top of the 2012 columns.
14. Insert a new slide after slide 5. Use the **Title and Content** layout, and key the title **Plan for Increasing P/T Headcount**.
15. On the new slide 6, insert a **Block Cycle** SmartArt graphic showing the five steps in Figure U2-6, starting with the top shape in the 12 o'clock position and moving clockwise.

**Figure U2-6**  
Data for Basic Cycle SmartArt graphic

<b>Step 1</b>	Advertise P/T positions
<b>Step 2</b>	T. Scott to schedule interviews
<b>Step 3</b>	M. Peters to interview and hire employees
<b>Step 4</b>	J. Farla to train
<b>Step 5</b>	L. Klein to assign schedules

16. Increase the size of the SmartArt to fill the open area of the slide. Increase the font size to 18 points, and make the font bold. Resize the shapes as necessary to fit text.
17. Apply the **3-D, Polished** style.
18. Apply the **Vortex, From Bottom** transition to all the slides.
19. View the presentation as a slide show.
20. Create a slide footer for all slides, except the title slide, containing today's date, your name, and **[your initials]U2-2**.

21. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]U2-2* as the footer.
22. Move to slide 1, and save the presentation as *[your initials]U2-2* in your Unit 2 Applications folder.
23. Close the presentation and submit your work.

## Unit Application 2-3

**Create a presentation with an organization chart and a diagram.**

1. Start a new presentation that uses the **Solstice** design theme and the **Apex** theme color.
2. Insert two additional slides, and key the text shown in Figure U2-7. Use the **Two Content** layout for the second slide and the **Title and Content** layout for the third slide.

**Figure U2-7**  
Presentation text

Slide 1	<p>Good 4 U Senior Management</p> <p>Current and Future Organization</p>
Slide 2	<p>Why Change What Works?</p> <ul style="list-style-type: none"> <li>• Current structure—designed for a single-restaurant company</li> <li>• Future structure—a national, multi-restaurant organization</li> </ul>
Slide 3	<p>Future Structure</p> <ul style="list-style-type: none"> <li>• Reorganization planned for 2012</li> <li>• Two functional areas</li> <li>• Chef and Administration Managers—report to Julie Wolfe</li> <li>• Marketing and Information Managers—report to Gus Irvinelli</li> </ul>

3. Select all of the text on slide 3, and decrease the font size by one increment.
4. On slide 1, insert an appropriate illustration or picture showing managers, a business setting, or the like. Change the color to match the presentation theme color.
5. On slide 2, use the content placeholder to insert a SmartArt graphic, **Cycle** type, **Radial Cycle** layout.
6. Insert one additional shape on the radial diagram, making a total of five shapes in the outer circle plus a center shape.

- Key **Good** Enter **4 U** in the center shape. For the other shapes, key the text shown in Figure U2-8, starting with “New York” in the 12 o’clock position and moving clockwise. The text with two words will appear on two lines.

**Figure U2-8**  
Data for Radial Cycle  
SmartArt graphic

New York
Miami
Los Angeles
San Francisco
More soon

- Change the SmartArt Style to **3-D, Metallic Scene**, and change the colors to **Gradient Loop – Accent 6**.
- Resize the bulleted text placeholder to reduce its width, and move it to the left slightly. Resize the diagram to make it as large as possible without overlapping the bulleted text placeholder.
- Insert a new slide after slide 2 that uses the **Title and Content** layout. Key the title **Current Organization**.
- On slide 3, create a SmartArt graphic for the Good 4 U restaurant by using the data in Figure U2-9. Choose the **Hierarchy** type and **Organization Chart** layout. Arrange the chart shapes in an attractive and functional way.

**Figure U2-9**  
Data for  
Organization Chart  
SmartArt graphic

Julie Wolfe & Gus Irvinelli, Co-owners	Level 1
Michele Jenkins, Head Chef	Level 2
Claudia Pell, Maitre d'	Level 3
Eric Dennis, Assistant Chef	
Roy Olafsen, Marketing Manager	Level 2
Jerry Wayne, Sales	Level 3
Jane Kryler, Promotions	
Chuck Warden, Information Manager	Level 2
Tanya Reilly, Development	Level 3
Jerry Allen, User Systems	
Michael Peters, Administration Manager	Level 2
Robert Lee, Purchasing	Level 3
Carol Lynne, Personnel	
Sharon Ray, Payroll	

- Resize the shapes to fit information on two lines, keeping all shapes on the same level the same size. Remove the commas after the name and before the title, since these are positioned on two lines. Add additional spaces if necessary to ensure that no titles are on the same lines as the names.

13. Increase the size of the chart, making it as large as possible.
14. Choose the SmartArt style **Cartoon**. Change the colors to **Colorful - Accent Colors**.
15. Insert a slide after slide 4 using the **Title and Content** layout. Key the title **What We Expect**. Create a table showing the positive effects that the restructuring will have on the business. See Figure U2-10 for the table data and alignment.
16. Apply **Themed Style 1 – Accent 6** to the table.
17. Increase the font size of the text in the table to 20 points. Resize the table, and position it evenly on the slide.

**Figure U2-10**  
Table data

Positive Effects of the Restructuring
Questions/Concerns to be handled in a more timely manner
Increase in responsiveness to customers
A more focused business ready to expand into new markets
Increase in adaptability of business if turnover takes place
Increase in job satisfaction by empowering employees
Tap into the skills and expertise of owners

18. Review all slides, adjusting the size and position of objects where needed.
19. View the presentation as a slide show.
20. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]U2-3* as the footer.
21. Move to slide 1, and save the presentation as *[your initials]U2-3* in your Unit 2 Applications folder.
22. Close the presentation and submit your work.

## Unit Application 2-4 ♦ Using the Internet

**Write and design a presentation that uses images, charts, tables, and SmartArt graphics.**

Use the Internet to research a topic of current interest that would lend itself to a presentation including images, charts, tables, and SmartArt graphics such as an organization chart. You decide what your topic will be. Here are a few topics to give you ideas, but you are not limited to these topics:

- The impact of increased security for air travel.
- Enrollment information at your local college or university.
- How global warming is affecting weather patterns.

- How the financial health of Hollywood is affected by the overall economy.
- The problems caused by overuse of antibiotics.
- The growth of computer use in the general population.

Illustrate the information you gathered by using a variety of images, charts, tables, and SmartArt graphics. Be sure to include at least five slides, and format them in an attractive way. Prepare a slide listing the resources you used. When the presentation is complete, check spelling.

In the slide footer, include the text **Prepared by** followed by your name. Include the slide number, but not the date, on all slides. In the handout footer, include the completed filename *[your initials]U2-4*. In the handout header, key **Presented to**, and then identify to whom you would be giving this presentation. Include in the handout the date that you would be delivering the presentation.

Save the presentation as *[your initials]U2-4* in your Unit 2 Applications folder. Practice delivering the presentation. Close the presentation and submit your work.