

POWERPOINT 2007—CHAPTER 1 LAB EXERCISES

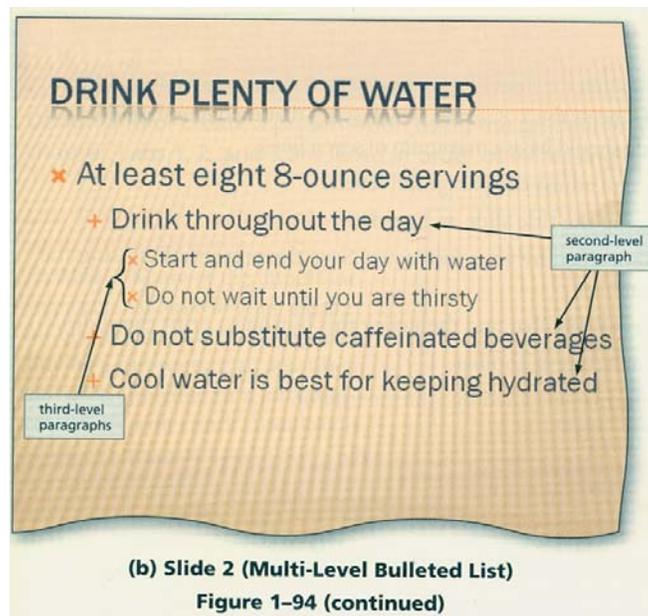
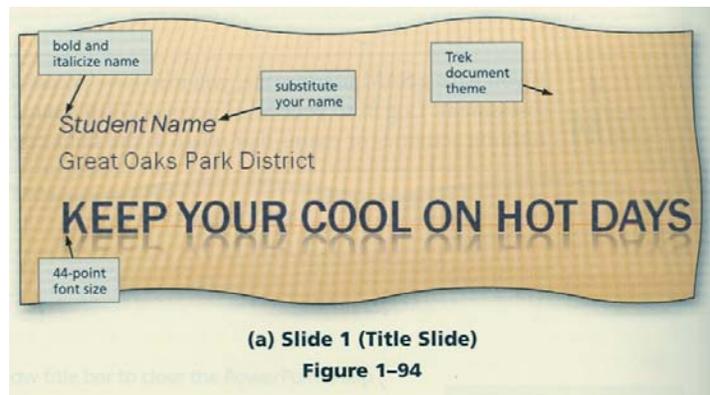
Apply Your Knowledge—Modifying Character Formats and Paragraph Levels

Instructions: Start PowerPoint. Open the presentation, Apply 1-1 Keep Your Cool, from the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for more information about accessing the required files.

The two slides in the presentation stress the importance of drinking plenty of water on hot days. The document you open is an unformatted presentation. You are to modify the document theme and text, indent the paragraphs, and format the text so the slides look like Figure 1-94.

Perform the following tasks:

1. Change the document theme to Trek. Note that the Trek theme uses all capital letters for the title text. On the title slide, use your name in place of Student Name and bold and italicize your name. Increase the title text font size to 44 point.
2. On Slide 2, increase the indent of the second, fifth, and sixth paragraphs (Drink throughout the day; Do not substitute caffeinated beverages; Cool water is best for keeping hydrated) to second-level paragraphs. Then change paragraphs three and four (Start and end your day with water; Do not wait until you are thirsty) to third-level paragraphs.
3. Check the spelling, and then display the revised presentation in grayscale.
4. Change the document properties, as specified by your instructor. Save the presentation using the file name, Apply 1-1 Drink Water. Submit the revised document in the format specified by your instructor.



Extend Your Knowledge--Changing Slide Theme and Text

Instructions: Start PowerPoint. Open the presentation, Extend 1-1 Nutrition, from the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for more information about accessing the required files.

You will choose a theme (Figure 1-95), format slides, and create a closing slide.

Perform the following tasks:

1. Apply an appropriate document theme.
2. On Slide 1, use your name in place of Student Name. Format the text using techniques you learned in this chapter, such as changing the font size and color and also bolding and italicizing words.
3. On Slide 2, adjust the paragraph levels so that the lines of text are arranged under vegetable and fruit categories. Edit the text so that the slide meets the 7 X 7 rule, which states that each line should have a maximum of seven words, and each slide should have a maximum of seven lines.
4. On Slides 3 and 4, create paragraphs and adjust the paragraph levels.
5. Create an appropriate closing slide using the title slide as a guide.
6. Change the document properties, as specified by your instructor. Save the presentation using the file name, Extend 1-1 Fruit and Vegetables.
7. Add the Print button to the Quick Access Toolbar and then click this button to print the slides.
8. Delete the Print button from the Quick Access Toolbar.
9. Submit the revised document in the format specified by your instructor.

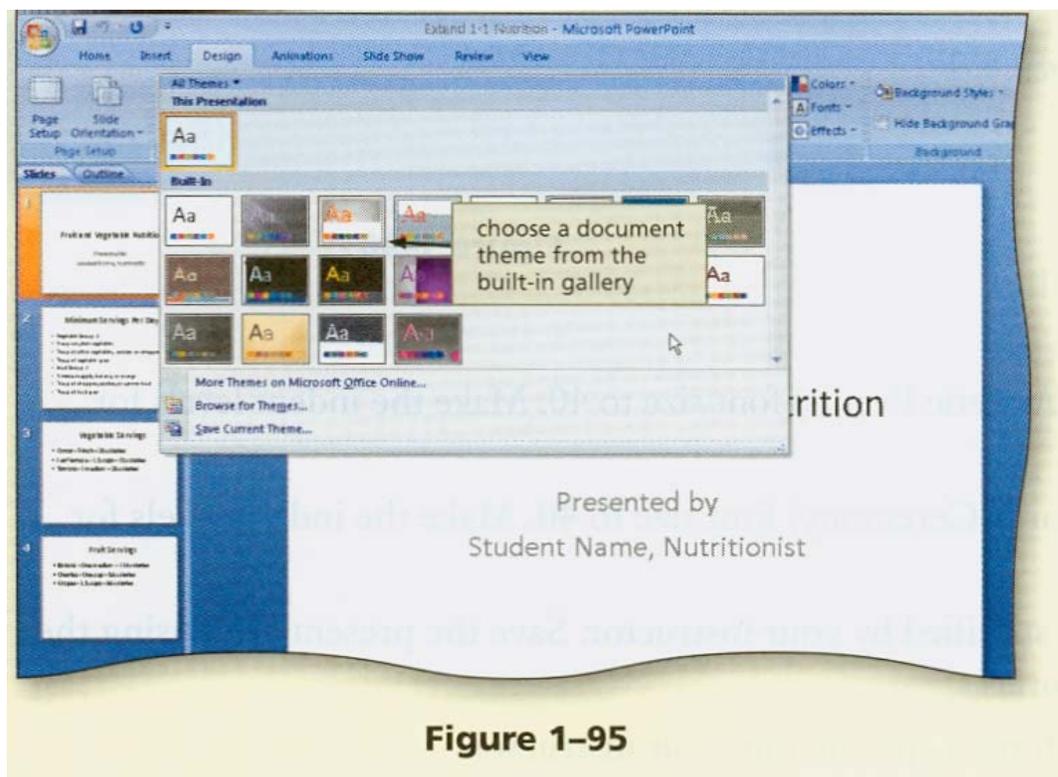


Figure 1-95

Make it Right--Correcting Formatting and List Levels

Instructions: Start PowerPoint. Open the presentation, Make It Right 1-1 Indulge, from the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for more information about accessing the required files. Correct the formatting problems and errors in the presentation while keeping in mind the guidelines presented in this chapter.

Perform the following tasks:

1. Change the document theme from Metro, shown in Figure 1-96, to Opulent.
2. On Slide 1, replace the words, Fall Semester, with your name. Format your name so that it displays prominently on the slide.
3. Move Slide 2 to the end of the presentation so that it becomes the new Slide 4.
4. Use the spell checker to correct the misspellings. Analyze the slides for other word usage errors that the spell checker did not find.
5. On Slide 2, increase the Slide 2 title (Athletic Events) font size to 40. Make the indent levels for paragraphs 2, 4, and 6 the same level.
6. On Slide 3, change the title text (Awards Ceremony) font size to 40. Make the indent levels for paragraphs 3 and 5 the same level.
7. Change the document properties, as specified by your instructor. Save the presentation using the file name, Make It Right 1-1 Intramurals.
8. Submit the revised document in the format specified by your instructor.

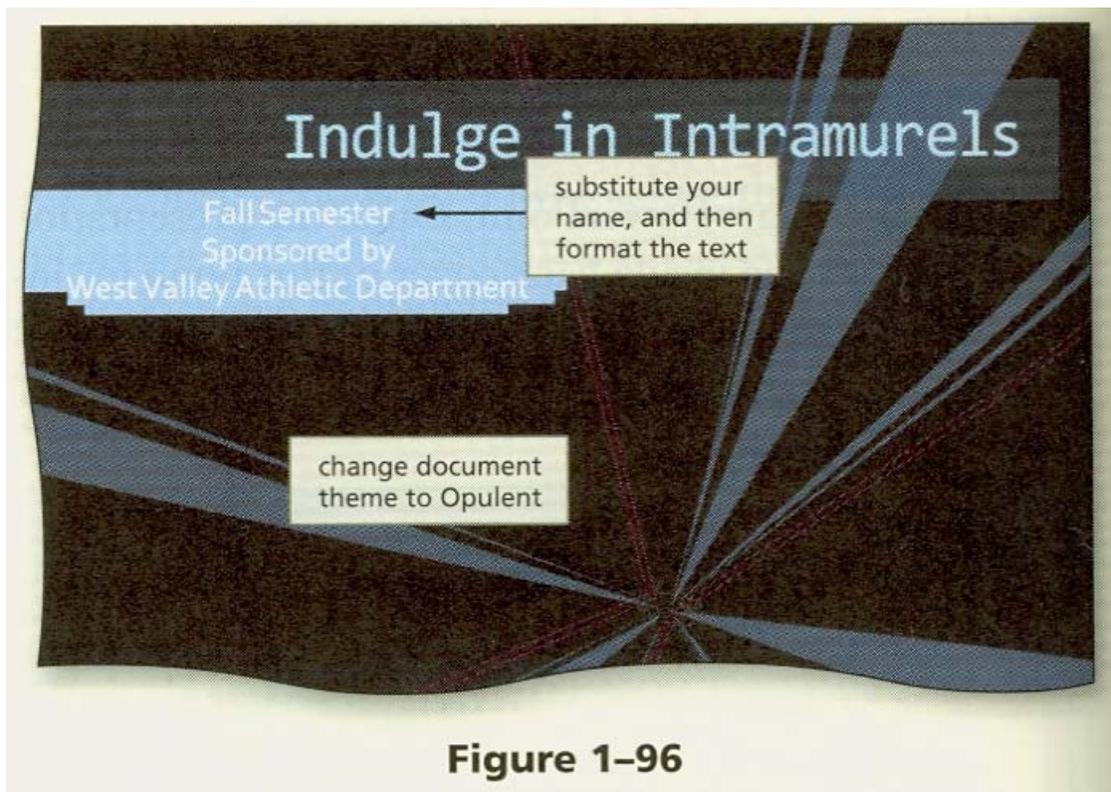


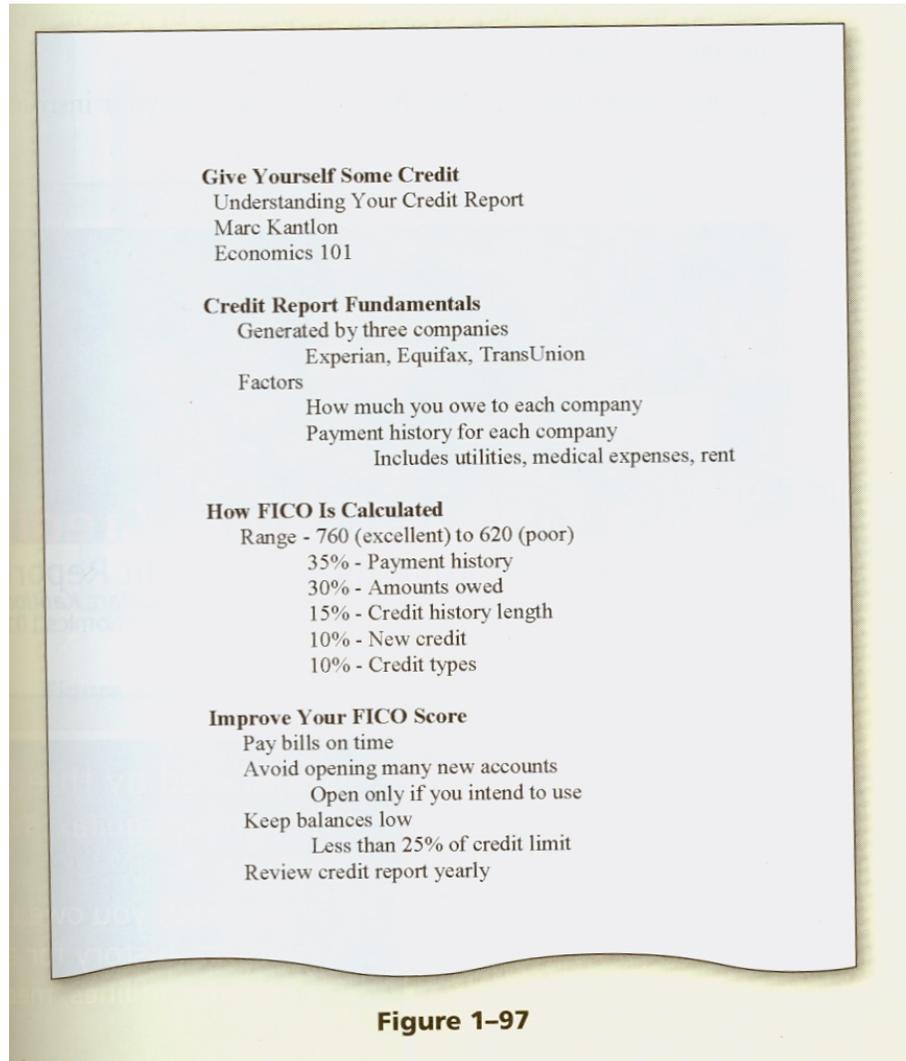
Figure 1-96

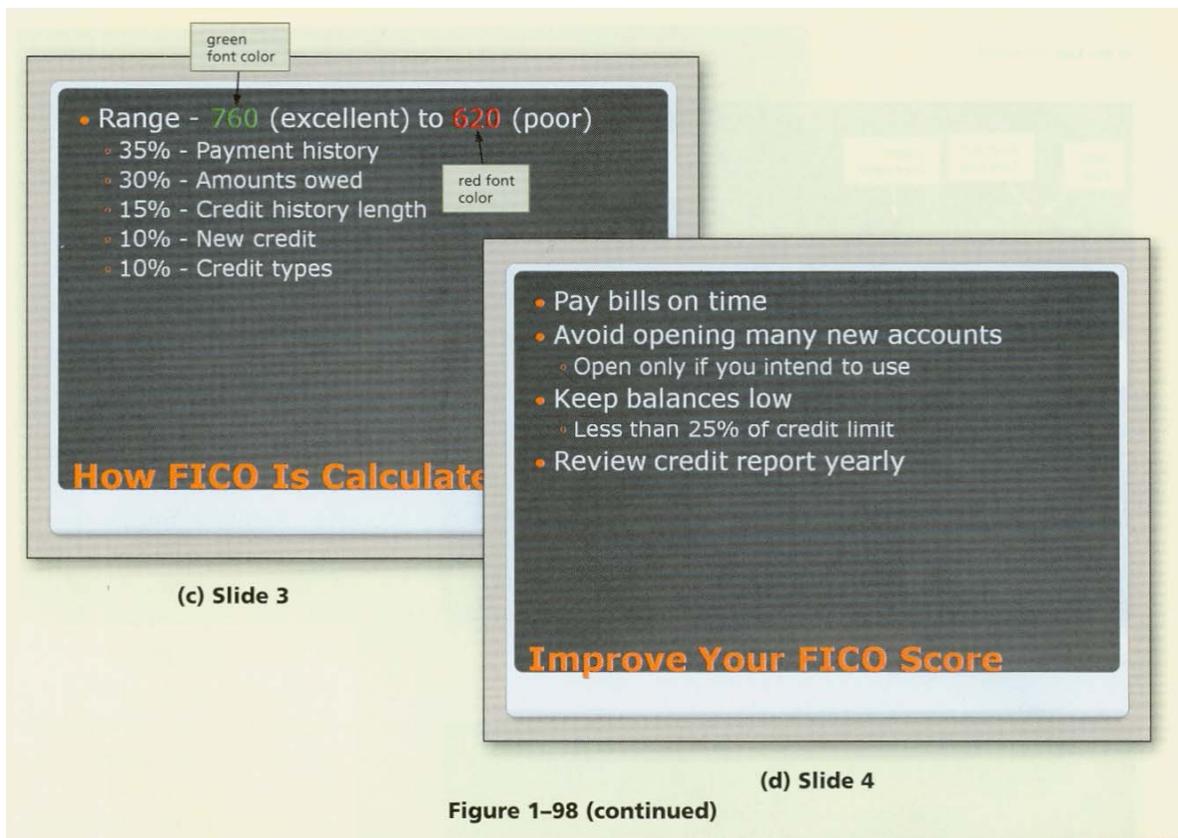
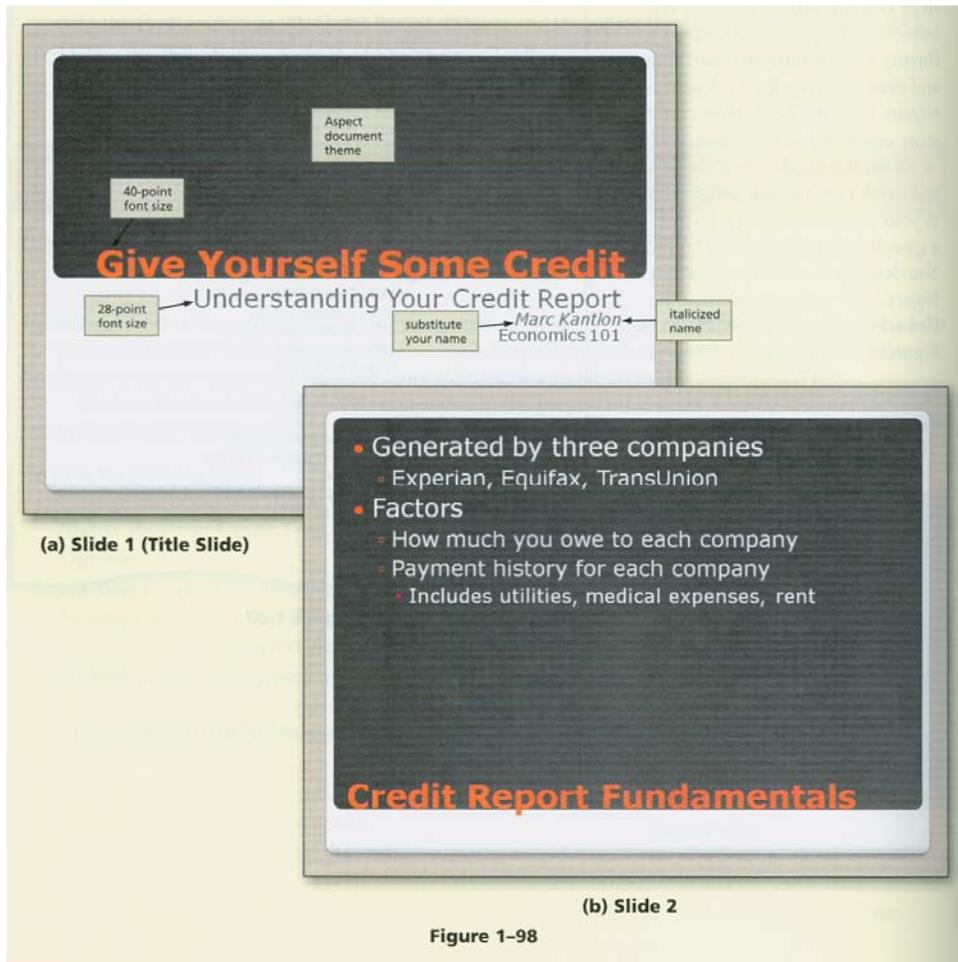
Lab 1: Creating a Presentation with Bulleted Lists

Problem: Many of the important steps you will take in your life are influenced by your credit report. Buying a car, renting an apartment, and even applying for a job often require a credit check. Your credit score can make or break your ability to obtain the goods you truly want and need. One of your assignments in your economics class is to give a speech about establishing credit. You develop the outline shown in Figure 1-97 and then prepare the PowerPoint presentation shown in Figures 1-98a through 1-98d.

Instructions: Perform the following tasks.

1. Create a new presentation using the Aspect document theme.
2. Using the typed notes illustrated in Figure 1-97, create the title slide shown in Figure 1-98a using your name in place of Marc Kantlon. Italicize your name. Decrease the font size of the title paragraph, Give Yourself Some Credit, to 40. Increase the font size of the first paragraph of the subtitle text, Understanding Your Credit Report, to 28.
3. Using the typed notes in Figure 1-97, create the three text slides with bulleted lists shown in Figures 1-98b through 1-98d.
4. On Slide 3, change the font color of the number, 760, to green and the number, 620, to red.
5. Check the spelling and correct any errors.
6. Drag the scroll box to display Slide 1. Click the Slide Show button to start Slide Show view. Then click to display each slide.
7. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1-1 Credit.
8. Submit the document in the format specified by your instructor.



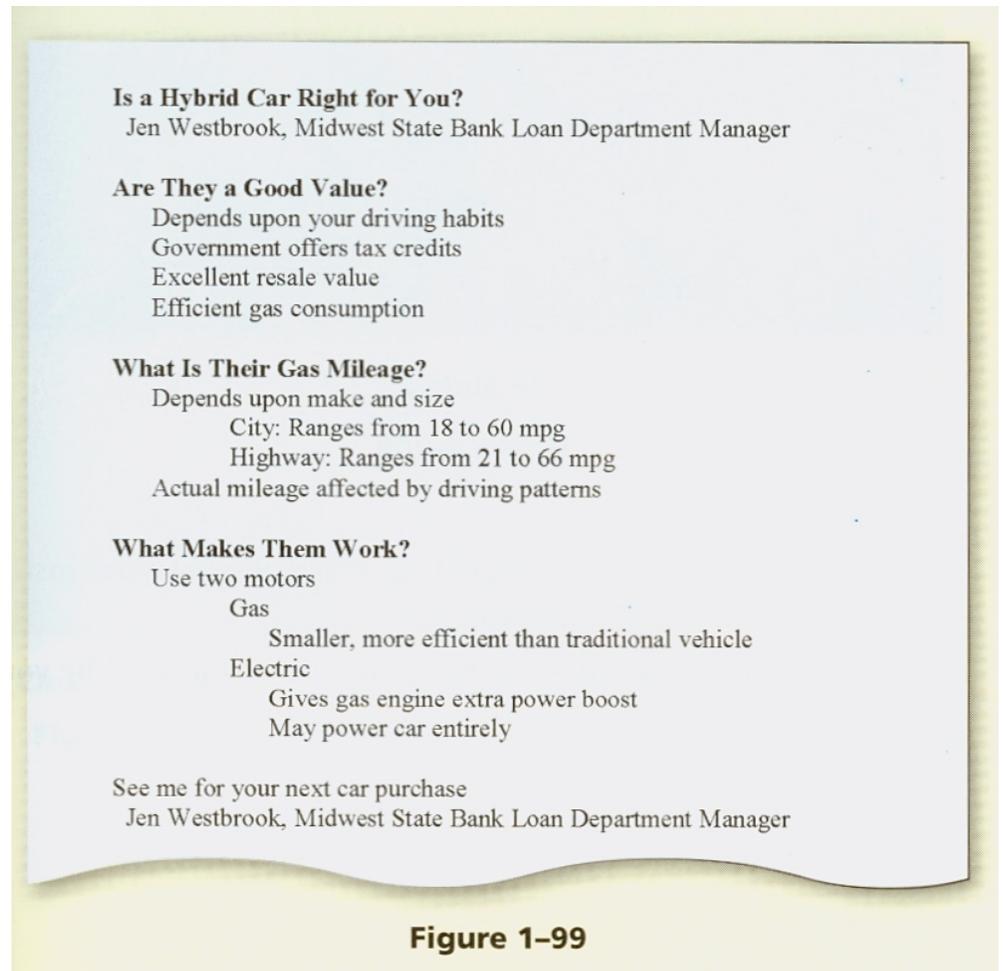


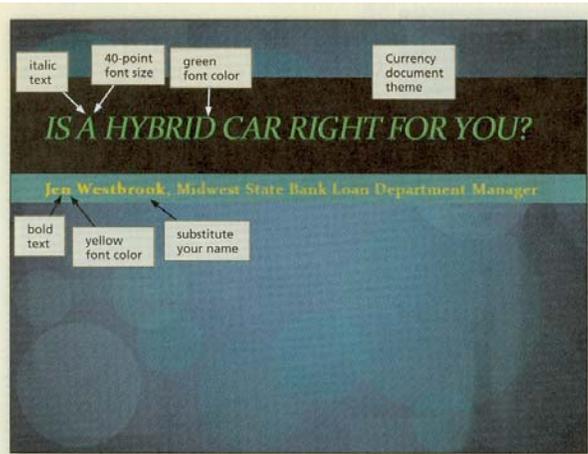
Lab 2: Creating a Presentation with Bulleted Lists and a Closing Slide

Problem: Hybrid vehicles have received much attention in recent years. Everyone from environmentalists to movie stars are driving them, and potential buyers wait for months until the vehicles arrive in dealers' showrooms. You work part-time at Midwest State Bank, and the loan department manager, Jen Westbrook, has asked you to develop a PowerPoint presentation to accompany her upcoming speech. She hands you the outline shown in Figure 1-99 and asks you to create the presentation shown in Figures 1-100a through 1-100e.

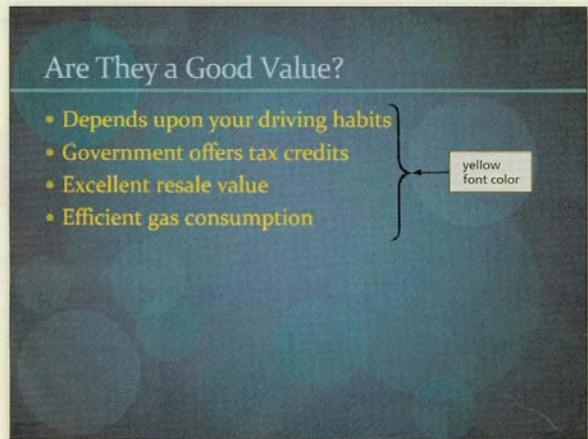
Instructions: Perform the following tasks.

1. Create a new presentation using the Currency document theme.
2. Using the typed notes illustrated in Figure 1-99, create the title slide shown in Figure 1-100a using your name in place of Jan Westbrook. Bold your name. Italicize the title, *Is a Hybrid Car Right for You?*, and decrease the font size to 40. Change the font color of the title text to green and the subtitle text to yellow.
3. Using the typed notes in Figure 1-99, create the three text slides with bulleted lists shown in Figures 1-100b through 1-100d. Change the color of all the bulleted list paragraph text to yellow.
4. Duplicate the title slide and then move the new closing slide to the end of the presentation. Change the Slide 5 title text, decrease the font size to 32, and remove the italics.
5. Check the spelling and correct any errors.
6. Drag the scroll box to display Slide 1. Click the Slide Show button to start Slide Show view. Then click to display each slide.
7. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1-2 Hybrids.
8. Submit the revised document in the format specified by your instructor.



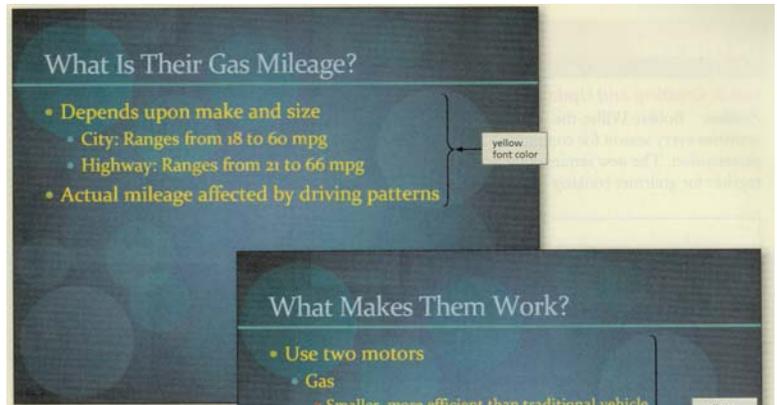


(a) Slide 1 (Title Slide)

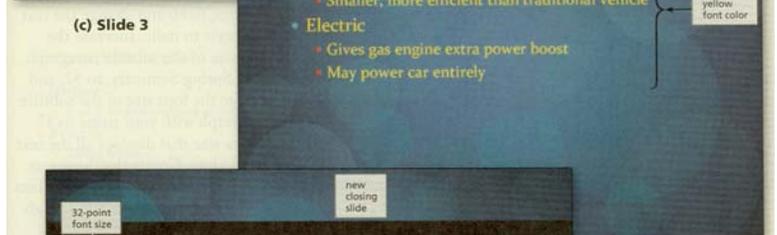


(b) Slide 2

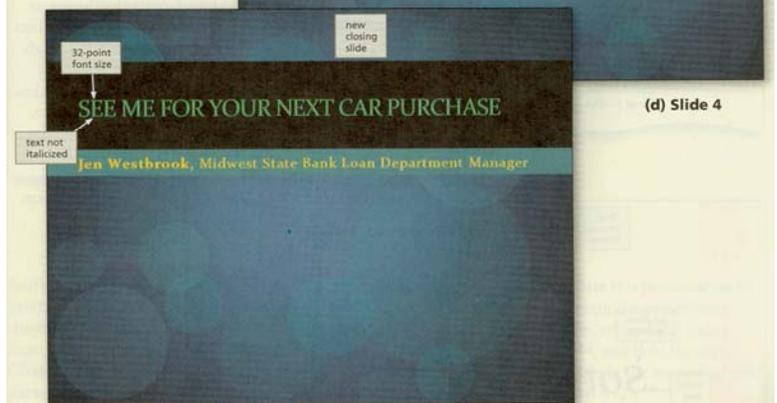
Figure 1-100



(c) Slide 3



(d) Slide 4



(e) Slide 5 (Closing Slide)

Figure 1-100 (continued)

Lab 3: Creating and Updating Presentations

Problem: Bobbie Willis, the public relations director for the South Haven Park District, plans activities every season for community residents and promotes the offerings using a PowerPoint presentation. The new seminars for senior citizens this spring are quilting and t'ai chi. Adults can register for gourmet cooking lessons and kickball. Teens can enroll in sailing and fencing lessons.

Instructions Part 1: Using the outline in Figure 1-101, create the presentation shown in Figure 1-102. Use the Oriel document theme. On the title slide shown in Figure 1-102a, type your name in place of Bobbie Willis, increase the font size of the title paragraph, South Haven Park District, to 60 and change the text font style to italic. Increase the font size of the subtitle paragraph, New Spring Seminars, to 32, and change the font size of the subtitle paragraph with your name to 37 or to a size that displays all the text on one line. Create the three text slides with multi-level bulleted lists shown in Figures 1-102 b through 1-102d. Correct any spelling mistakes. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1-3 Part One Spring Seminars. Display the presentation in grayscale.

Instructions Part 2: The South Haven Park District staff members want to update this presentation to promote the new Fall seminars. Modify the presentation created in Part 1 to create the presentation shown in Figure 1-103. Change the document theme to Civic. On the title slide, remove the italics from the title paragraph, South Haven Park District, decrease the font size to 44, and bold the text. Change the first subtitle paragraph to New Fall Seminars. Then change your title in the second subtitle paragraph to Executive Director and change the font size of the entire paragraph to 28.

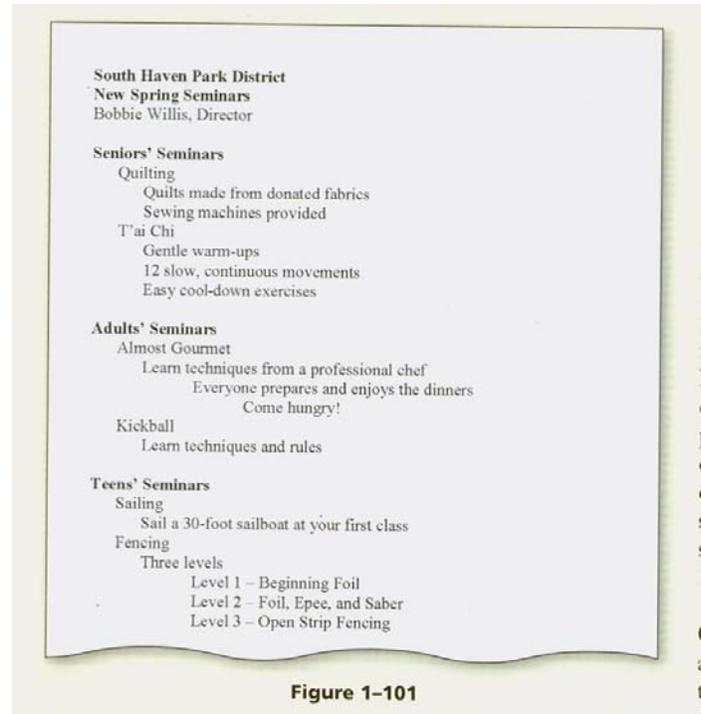
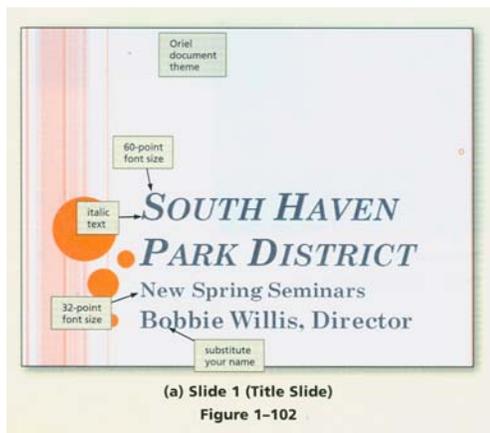


Figure 1-101



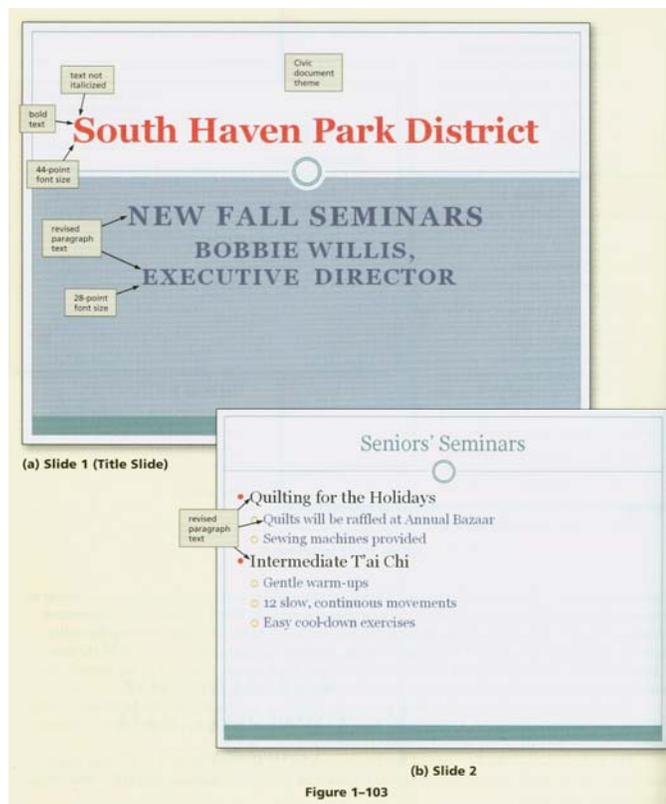
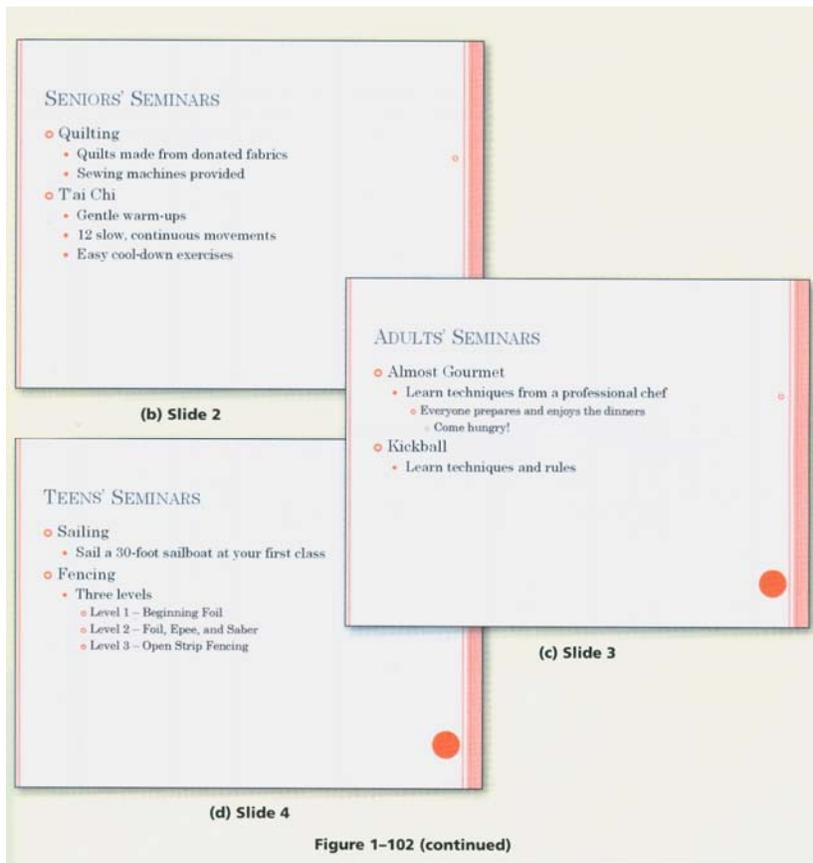
(a) Slide 1 (Title Slide)
Figure 1-102

On Slide 2, change the first first-level paragraph, Quilting, to Quilting for the Holidays. Change the first second-level paragraph, Quilts made from donated fabrics, to Quilts will be raffled at Annual Bazaar. Change the title of the second seminar to Intermediate T'ai Chi.

On Slide 3, change the first second-level paragraph under Almost Gourmet to Holiday feasts and parties. Then change the second-level paragraph under Kickball to Seminar concludes with single elimination tournament.

On Slide 4, change the first class from Sailing to Climbing and then change the course description ~econd-level paragraph to Covers verbal signals, rope, knots, harnesses, belaying.

Correct any spelling mistakes, and then view the slide show. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1-3 Part Two Fall Seminars. Display the presentation in grayscale. Submit both Part One and Part Two documents in the format specified by your instructor.



Adults' Seminars

- **Almost Gourmet**
 - Holiday feasts and parties
 - Everyone prepares and enjoys the dinners
 - Come hungry!
- **Kickball**
 - Seminar concludes with single elimination tournament

revised paragraph text

(c) Slide 3

Teens' Seminars

- **Climbing**
 - Covers verbal signals, rope, knots, harnesses, belaying
- **Fencing**
 - Three levels
 - Level 1 – Beginning Foil
 - Level 2 – Foil, Epee, and Saber
 - Level 3 – Open Strip Fencing

revised paragraph text

(d) Slide 4

Figure 1-103 (continued)