


Concepts Review

True/False Questions

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

- T F 1. When you start PowerPoint, it automatically displays a blank presentation.
- T F 2. Editing text in PowerPoint is similar to editing text in a word processing program.
- T F 3. ScreenTips identify command buttons by name only.
- T F 4. In the Slides and Outline pane, you can display either slide thumbnails or outline text, but not both at the same time.
- T F 5. You can edit text in Normal view or in the Outline tab.
- T F 6. You can display multiple slides as thumbnails in Slide Sorter view.
- T F 7. When viewing a slide show, pressing the plus sign moves to the next slide.
- T F 8. If you choose the Quick Print button  on the Quick Access toolbar, you can choose exactly which items to print.

Short Answer Questions

Write the correct answer in the space provided.

1. Where on the PowerPoint window are the View buttons located?

2. What are the names of the three View buttons?

3. If the Slides and Outline pane is not displayed, what button can you click to make it appear?

4. What shape is the pointer when you move it over a text box?

5. How would you save a copy of your presentation under a different filename?

6. Name all the ways to use the keyboard for moving to the previous slide during a slide show.

7. Which keys can you press to stop a slide show?

8. What is the maximum number of slides you can print on a handout page?

Critical Thinking



Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

1. In this lesson you learned how to display slide thumbnails in the Slides and Outline pane and also in Slide Sorter view. Which way do you prefer to view thumbnails and why? What advantages and disadvantages do you think there are for each option?
2. You can produce slide shows, printouts, 35 mm slides, overhead transparencies, and other presentation media with PowerPoint. Why might you choose one medium over another? What factors would influence your decision?

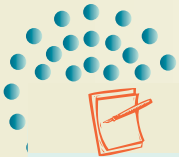
Skills Review

Exercise 1-20

Open a file, identify parts of the PowerPoint window, key and edit text, and save as a new file.

1. Open a presentation by following these steps:
 - a. Click the Microsoft Office Button .
 - b. Choose **Open**.
 - c. Choose the appropriate drive and folder, according to your instructor's directions.
 - d. Double-click the file **Answers**.
2. Click anywhere on the text "Click to add subtitle" and key **your name**.
3. Select the two question marks in the text "Exercise 1-??" by dragging the I-beam across them. Key **20**.
4. To move to slide 2, click the Next Slide button  at the bottom of the vertical scroll bar.

5. Key the answers to the questions on slide 2 by following these steps:
 - a. Click to position the insertion point after the word “Answer:” and press Spacebar.
 - b. Key the **answer**.
 - c. Click after each of the words “Answer” and key the **answers to the next three questions**. Explore PowerPoint and remember to use your ScreenTips to help you answer the questions.
6. Save the presentation as **[1-20your initials]** in your Lesson 1 folder by following these steps:
 - a. Click the Microsoft Office Button, choose **Save As** to open the Save As dialog box.
 - b. Choose your Lesson 1 folder from the appropriate drive and folder, following your instructor’s directions.
 - c. Key the filename **[1-20your initials]** in the **File name** text box.
 - d. Click **Save**.



Exercise 1-21

NOTE

Before making the changes indicated in Figure 1-11, refer to “Proofreaders’ Marks” at the Professional Approach Online Learning Center at www.mhhe.com/pas07brief. Proofreaders’ marks are special notations used to mark up a printed draft with changes to be made before final printing. Some proofreaders’ marks might be confusing if you are unfamiliar with them. For example, a handwritten “=” indicates that a hyphen is to be inserted.

Edit text on a slide, save a presentation, run a slide show, preview and print a presentation, and end your work session.

1. Open the file **GoodFood**.
2. Notice on the status bar and by viewing the thumbnails in the Slides and Outline pane that this is a three-slide presentation (slide 1 of 3 now appears). Move to slide 3 by dragging the vertical scroll box.
3. Make corrections to the slide’s text as shown in Figure 1-11.

Figure 1-11

Just Sweet Enough

Carob Pecan Yogurt Cream Pie




This light and fluffy ^sdesert has an all-natural ^agrahm cracker crust, great flavor, and very little sugar.

Key Lime Soufflé

The ^{intense}striking lime flavor is ^{chef}Michelle’s secret. Made from organic key limes, sweetened with white grape juice, and thickened with organic egg whites.




**TIP**





If you are trying to insert text, but the text to the right of your insertion point is disappearing, click your Insert button once on your keyboard. This will take PowerPoint out of Overtyping mode.

4. Move to slide 2, and notice that two items show the name of a dish and two items show the descriptions. The descriptions should be indented to distinguish them from the name of each dish; therefore, place your insertion point before each description and press **[Tab]** to indent those lines.
5. Run the presentation as a slide show by following these steps:
 - a. Display slide 1. Click the Slide Show button  on the status bar.
 - b. After slide 1 appears, click the left mouse button to advance to the next slide.
 - c. Click the left mouse button three more times to return to Normal view.
6. Save the presentation as **[1-21your initials]** in your Lesson 1 folder.
7. Print slides 1 and 3 only by following these steps:
 - a. Click the Microsoft Office Button .
 - b. Choose **Print** to open the Print dialog box.
 - c. In the **Print range** area, click **Slides** and key **1,3** in the text box.
 - d. From the **Print what** drop-down list, choose **Slides**. Choose **Grayscale**, and click **OK**.
8. Close the presentation by clicking the Close button  in the upper-right corner of the PowerPoint window.

Exercise 1-22






Work with views, edit text, run a slide show, save a presentation, preview and print a presentation, and close a presentation.

1. Open the file **DressCd1**.
2. View the presentation's text in outline format by following these steps:
 - a. If the Slides and Outline pane is not displayed, click the Normal view button .
 - b. Click the Outline tab.
 - c. Point to the Outline pane's right vertical border.
 - d. When you see the splitter bar , drag it to the right to the center of the screen to see the text on these slides. Move the splitter bar back to its original position.
3. Click the Slide Sorter view button  to view the presentation in Slide Sorter view.
4. Double-click slide 1 in Slide Sorter view to change back to Normal view.
5. Create a subtitle on slide 1 by following these steps:
 - a. Click the text placeholder containing the text "Click to add subtitle."
 - b. Key **your name**.
 - c. Press **[Enter]** to start a new line; then key **today's date**.

6. Run a slide show and navigate within the show by following these steps:
 - a. Click the Slide Show button  on the status bar.
 - b. Advance through the slides by pressing **[PageDown]** several times.
7. Save the presentation as **[1-22your initials]**.
8. Preview the presentation before printing by following these steps:
 - a. Click the Microsoft Office Button , point to the arrow beside **Print**, and choose **Print Preview**.
 - b. In the **Print what** drop-down list, choose **Handouts (4 slides per page)**.
 - c. In the **Options** drop-down list box, point to **Color/Grayscale** and then choose **Grayscale**.
 - d. In the **Options** drop-down list box, be sure there is a check beside **Frame Slides**. If it is not checked, click **Frame Slides**.
 - e. Click the **Print** button .
 - f. Click **OK**.
9. Click Close Print Preview  to close the Print Preview window and then close the presentation.

Exercise 1-23

Key text on a slide, save the file, and print.

1. Open the file **SpEvent1**.
2. Display slide 2.
3. Insert a new line of bulleted text by following these steps:
 - a. Click the I-beam to the right of the word “team” at the end of the line “National In-Line Skate demo team.”
 - b. Press **[Enter]** to start a new line with an automatic bullet.
 - c. Key **Autograph session with Marsha Miles**.
4. Edit the text you keyed by following these steps:
 - a. Click the I-beam between the words “with” and “Marsha” to position the insertion point.
 - b. Key **aerobic video star** and insert any necessary spaces.
5. Save the presentation as **[1-23your initials]** in your Lesson 1 folder.
6. Print the slides full size by following these steps:
 - a. Click the Microsoft Office Button .
 - b. Choose **Print** to open the Print dialog box.
 - c. In the **Print what** drop-down list box, choose **Slides**.
 - d. In the **Color/Grayscale** drop-down list box, choose **Grayscale**.
 - e. Click **Preview**.
 - f. Click the Next Page button  to preview slide 2.
 - g. Click the Print button  and then click **OK**.
 - h. Click the Close Print Preview button  to close the Preview window.
7. Close the presentation by clicking the Close button .

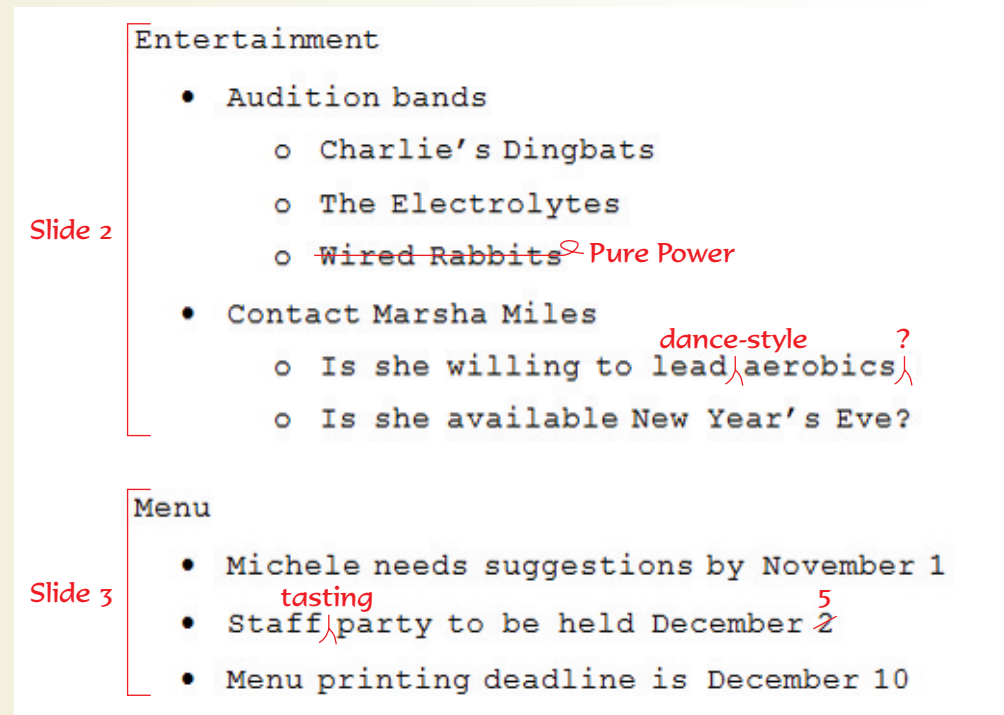
Lesson Applications

Exercise 1-24

Edit text, change presentation views, save, print, and close a presentation.

1. Open the file **Party1**.
2. Using the Slide pane, make the changes to slides 2 and 3 as shown in Figure 1-12.

Figure 1-12



3. Save the presentation as [1-24your initials].
4. View each slide in the presentation as a slide show.
5. Preview the presentation as handouts, three slides per page, grayscale, framed, and then print it.
6. Close Print Preview and then close the presentation.

Exercise 1-25

Edit text, run a slide show, save, print, and close a presentation.

1. Open the file **JulyFun1**.
2. Move to slide 2. Working in the Slide pane, change “am” in the first and second bullets to **a.m.**, and change the date in the last bullet to **June 25**.
3. Click the Outline tab and drag the Outline pane’s right border to make it wider.
4. Working on slide 3 in the outline area, change the age in the second bullet from “21” to **18**. Save the presentation as **[1-25your initials]**.
5. Click the Slides tab and display slide 1. Run a slide show of the presentation, clicking to display each new slide and text animation.
6. Preview and then print the presentation as handouts, six slides per page, grayscale, framed.
7. Close the presentation.

Exercise 1-26

Edit text, change presentation views, save, print, and close a presentation.

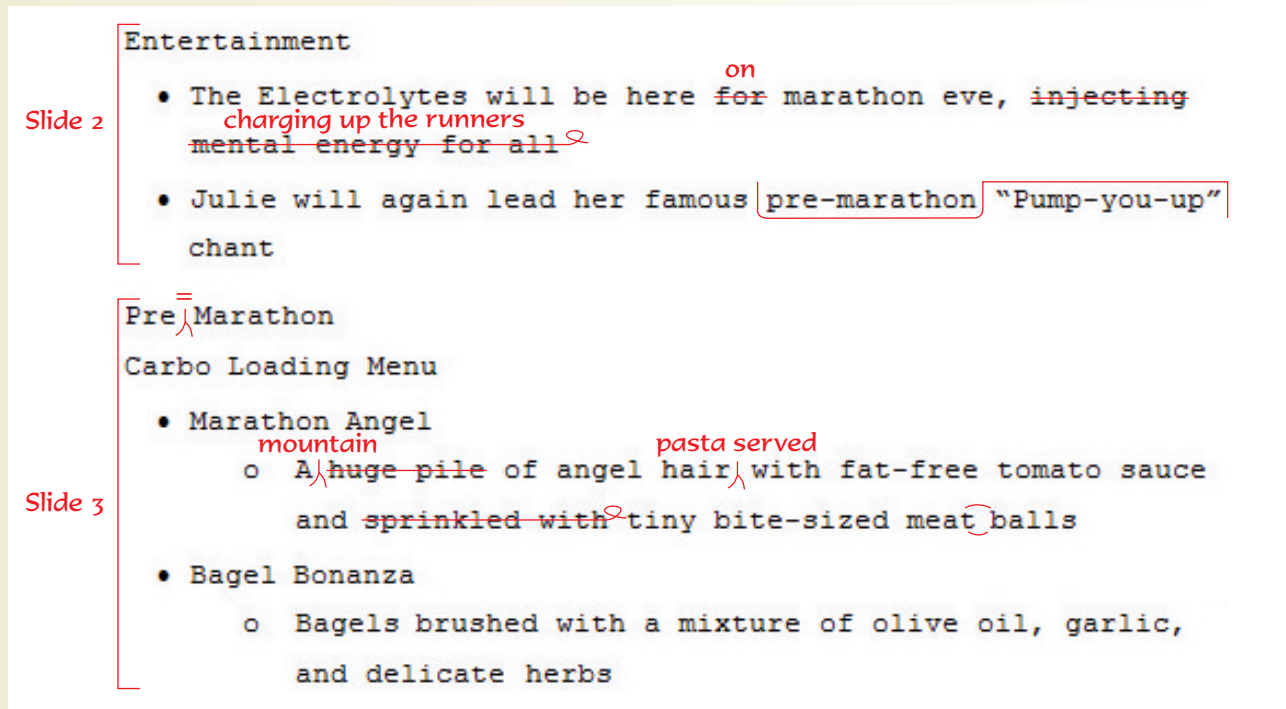
1. Open the file **DressCd2**.
2. On slide 1, key the word **Personnel** to the left of “Training” so the title reads “Personnel Training Session.”
3. Locate the last line of text on slide 2 (which begins “Under no circumstances”). Position the insertion point at the end of that line and key **while on the job**.
4. Locate the last line of text on slide 3. Position the insertion point between “Good 4 U” and “test” and key **proficiency** (the phrase should read “Good 4 U proficiency test”).
5. Click the Outline tab and make the Outline pane wide enough to work comfortably. Scroll down to display the outline text for slide 4.
6. Working on slide 4 in the Outline pane, delete the periods at the ends of the two sentences that begin “Guests.”
7. Below the third bullet, change “Shirts are” to **T-shirts will be**.
8. Save the presentation as **[1-26your initials]**.
9. Preview and then print the presentation as handouts, four slides per page, grayscale, framed.
10. Close the presentation.

Exercise 1-27 ♦ Challenge Yourself

Edit text, print a slide and handouts, and close a presentation.

1. Open the file **RacePrep**.
2. Using whichever view you choose, edit slide 2 and slide 3 as shown in Figure 1-13.

Figure 1-13



3. Save the presentation in your Lesson 1 folder as **[1-27your initials]**.
4. View the presentation in Slide Sorter view.
5. Run the presentation as a slide show, beginning with slide 1.
6. Preview and then print all slides in grayscale, framed.
7. Print the presentation as handouts, three slides per page, grayscale, framed.
8. Close print preview and then close the presentation.

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 1-28

Open the file **SpEvent1**. Change slide 2 so that its title is **Summer Events**. Edit the slide's bullets by changing the events to be for June and July, describing activities relating to summer sports such as swimming, softball, sand volleyball, or others. Save the presentation as **[1-28your initials]**. Preview and then print the presentation as handouts, two slides per page.

Exercise 1-29

Open the file **GoodFood**. On slide 2, replace the text describing the pasta dishes with pasta creations from your imagination. On slide 3, replace the text describing the desserts with your own combination of sweet delights. Be sure the desserts you describe use healthy ingredients.

Save the presentation as **[1-29your initials]**. Preview and then print the presentation as handouts, three slides per page.

Exercise 1-30

Open the file **Fruitjuices**. On slide 2, promote each of the list levels that begin with the word variations. After the word variations under each type of juice, key your own creation of combinations of juices that could create new juice titles. Get creative with your juice combinations since the Good 4U restaurant described in the case study at the beginning of this text prides itself in serving healthy food and drinks. Save the presentation as **[1-30your initials]**. Preview and then print the presentation as handouts, landscape orientation, two slides per page.