

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. 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. You can use the Format Painter tool to copy formatting from one slide to another.
- T F 5. You can put headers on slides, but not on handouts.
- T F 6. You can activate the Spelling Checker 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 color theme 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 of 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. There are no right or wrong answers. 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. You can use headers and footers to identify your slides, handouts, and notes pages. What information is most important to include? Why?

Skills Review


Exercise 3-22

Add text, rearrange slides, 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 bullet line after the first bullet point and key **Our name associated with gourmet dining**.
5. On slide 4, insert the following text into the blank body text placeholder: Key **Miami Beach** and press **[Enter]**; key **Palm Springs** and press **[Enter]**; and key **Niagara Falls**.
6. Reverse the position of slides 2 and 3 by following these steps:
 - a. Click the Slides tab on the Slides and Outline pane.






NOTE

If the Slides and Outline pane is not displayed, click the Normal view button  to display it.

- 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 until the drag-and-drop bar (the horizontal line) is between slides 1 and 2.
 - e. Release your mouse button.
7. Reverse the position of slides 5 and 6.
 8. Select slide 7 (“Key Benefits”) and press **Delete** on your keyboard.
 9. Move to slide 1 and save the presentation as **[3-22your initials]** in your Lesson 3 folder.
 10. Preview and then print the presentation as handouts, nine slides per page, grayscale, framed.
 11. Close the presentation.

Exercise 3-23

Rearrange slides, use cut and paste, and check spelling.

1. Open the file **EatGuide**.
2. Move to slide 3 (“Basic Food Groups”) and cut the text “Use Sparingly” by using the following steps:
 - a. Click the I-beam pointer before “Use” and drag to select “Sparingly.”
 - b. From the Home tab, in the Clipboard group, click the Cut button .
3. Move to slide 7, and paste the copied text by following these 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 .
4. Promote “Use Sparingly” so it is even with the word “Examples.”
5. In the Slide pane, drag slide 10 below slide 3.
6. Check spelling in the presentation by following these steps:
 - a. Move to slide 1.
 - b. From the Review tab, in the Proofing group, click the Spelling button .
 - c. Make corrections if needed, and click **OK** when the Spelling Checker has completed checking the document.
7. Move to slide 1 and save the presentation as **[3-23your initials]** in your Lesson 3 folder.
8. Preview and then print the presentation as handouts, four slides per page, landscape, grayscale, framed. Close the presentation.

Exercise 3-24

Apply a design theme, use the Undo command, and change the theme color.


1. Start a new presentation.
2. Apply a design theme by following these steps:
 - a. From the Design tab, in the Themes group, click the More button  to show more design themes.
 - b. Click on the **Verve** design theme to apply it to the presentation.
3. On the first slide, 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 shown in Figure 3-21, demoting the bulleted text below “Under 30%” and “Over 30%” as shown.
6. Insert a new slide with the **Two Content** layout. Key the title for slide 3 (on two lines) and bulleted text for slide 3 shown in Figure 3-21, demoting the bulleted text below “Under 30%” and “Over 30%” as shown.

Figure 3-21
Content for slides 2
and 3



Slide 2



Calories from Fat:
Bread, Cereal, Rice, Pasta




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

Slide 3

Calories from Fat:
Vegetables




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

7. View the presentation as a slide show starting on slide 1. Return to Normal view when you're finished.
8. Apply a different design theme by following these steps:
 - a. From the Design tab, in the Themes group, click the More button  to view the design theme options.
 - b. Click on the **Concourse** design theme to apply it to the presentation.
 - c. Scroll through the presentation to view the applied design.
9. Change the presentation's theme colors by following these steps:
 - a. From the Design tab, in the Themes group, click the Colors button  to display the built-in theme colors.
 - b. Click **Opulent** to apply to the color theme to your presentation.

10. Click the Undo button  to compare the new theme colors with the previous ones.
11. Click the Redo button  to reapply the color change.
12. Check spelling in the presentation.
13. Create a handout header and footer; include the date and your name as the header, and the page number and text **[3-24your initials]** as the footer by following these steps:
 - a. From the Insert tab, in the Text group, click the Header and Footer button .
 - b. Click the Notes and Handouts tab.
 - c. Check **Date and Time** and then select the **Update Automatically** option.
 - d. Check the **Footer** box and key **[3-24your initials]** in the Footer text box.
 - e. Make sure **Page number** is checked.
 - f. Click **Apply to All**.
14. Move to slide 1 and save the presentation as **[3-24your initials]** in your Lesson 3 folder.
15. Preview and then print the presentation as handouts, three slides per page, grayscale, framed. Close the presentation.

Exercise 3-25

Add headers and footers to a presentation, change the theme color, and apply a slide transition.

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 Animations tab, in the Transition to This Slide group, click the More button .
 - b. From the list of slide transitions, in the category of Fades and Dissolves, select **Dissolve**.
 - c. Click the arrow to open the Transition Sound drop-down list and choose **Cash Register** for the sound.
 - d. Click the arrow to open the Transition Speed drop-down list and choose **Medium** for the speed.
 - e. From the Animations tab, in the Transition to This Slide group, click the Apply to All button .
4. Add a footer and slide numbers by following these steps:
 - a. From the Insert tab, in the Text group, click the Header and Footer button .
 - b. Click the Slide tab.
 - c. Check **Slide number**.
 - d. Check **Footer** and key your name as a footer.

- e. Click **Don't show on title slide** so that the footer and slide number do not print on slide 1.
- f. Click **Apply to All**.
5. Scroll through the presentation to check the footer and slide numbers. Notice that with this theme the footer shows at the top of the slide.
6. Create a handout header and footer; include the date and your name as the header, and the page number and text **[3-25your initials]** as the footer.
7. Save the presentation as **[3-25your initials]** in your Lesson 3 folder.
8. View all slides as a slide show.
9. Print all the slides as handouts, six slides per page, grayscale, framed. Close the presentation.

Lesson Applications

Exercise 3-26

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


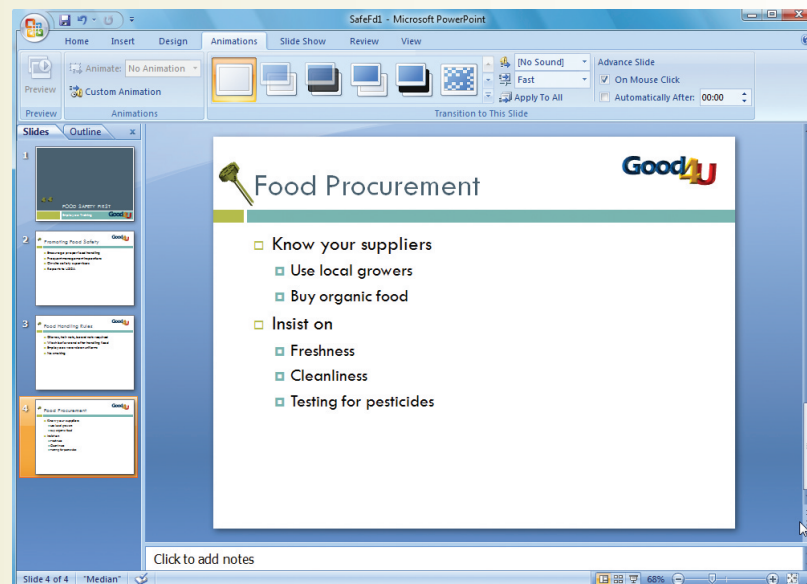
1. Open the file **SafeFd1**.
2. On slide 4, cut the bulleted items in column 2 and paste them at the bottom of column 1. Ignore the Paste Options button  that appears, because the text is formatted correctly.
3. Change the layout of slide 4 to the **Title and Content** layout.
4. Edit text in slide 4 and demote bullets as shown in Figure 3-22.

Figure 3-22
Completed slide



5. Add a new slide 5 using the **Title and Content** layout, containing the text shown in Figure 3-23.

Figure 3-23
Slide 5 Content

Inspections

- Training inspections
 - Scheduled
 - Cooperative
- Internal evaluation inspections
- USDA inspections

6. Check spelling in the presentation.
7. Move to slide 1 and save the presentation as **[3-26your initials]** in your Lesson 3 folder.
8. View the presentation as a slide show.

- Preview and then print the presentation as handouts, four slides per page, grayscale, framed. Close the presentation.

Exercise 3-27

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


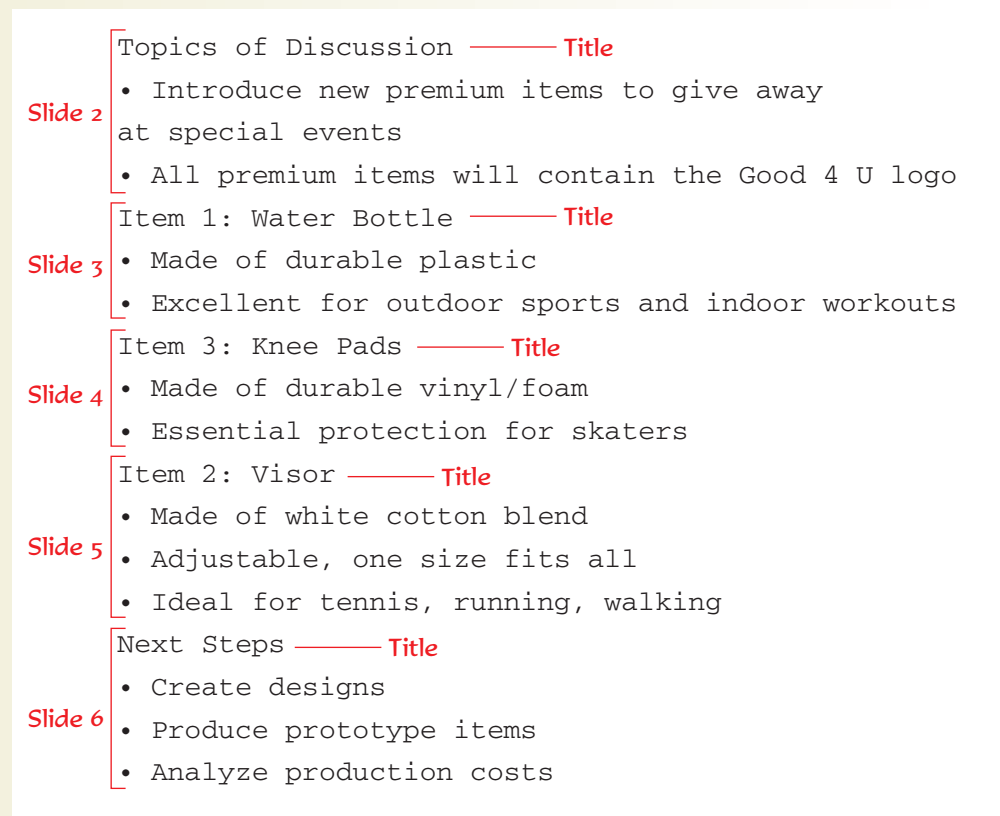
- Open the file **Premium**.
- On slide 1, change the subtitle text to the following:
 - Item 1: Water bottle**
 - Item 2: Visor**
 - Item 3: Knee pads**
- Make a noncontiguous selection that includes the thumbnails for slides 2 (“Introduction”), 7 (“Real Life”), and 8 (“What This Means”).
- Delete the selected slides.
- Click the Replace button  and 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.”
- Edit slides 2 (“Topics of Discussion”) through 6 (“Next Steps”) so they contain only the text shown in Figure 3-24.

Figure 3-24
Content for slides 2
through 6



Slide 2 Topics of Discussion — Title

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

Slide 3 Item 1: Water Bottle — Title

- Made of durable plastic
- Excellent for outdoor sports and indoor workouts

Slide 4 Item 3: Knee Pads — Title

- Made of durable vinyl/foam
- Essential protection for skaters

Slide 5 Item 2: Visor — Title

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

Slide 6 Next Steps — Title

- Create designs
- Produce prototype items
- Analyze production costs

7. Reverse the order of slide 5 (“Item 3: Visor”) and slide 4 (“Item 2: Knee Pads”).
8. Check spelling in the presentation.
9. View the presentation as a slide show.
10. Add your name to the handout header and the filename **[3-27your initials]** to the handout footer, and set the date and time to update automatically.
11. Move to slide 1 and save the presentation as **[3-27your initials]** in your Lesson 3 folder.
12. Preview and then print the presentation as handouts, six slides per page, grayscale, framed.

Exercise 3-28

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 3-25.

Figure 3-25
Presentation content



2. Apply the design theme **Foundry**.
3. Apply the color theme **Median**.
4. Check spelling in the presentation.
5. Add the **Wedge** slide transition to all slides.
6. Add slide numbers to all slides.
7. Create a handout header and footer; include the date and your name as the header, and the page number and text **[3-28your initials]** as the footer.
8. Move to slide 1 and save the presentation as **[3-28your initials]** in your Lesson 3 folder.

9. Preview and then print slide 3 in full size in grayscale or in color if available.
10. Preview and then print the entire presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

Exercise 3-29 ♦ Challenge Yourself

Rearrange and delete slides, cut and paste text, check spelling, add a handout header/footer, change a design theme, change a color theme, add transition effects.

1. Open the file **CookCon1**.
2. On slide 1, key the subtitle **Rules, Judging, and Prizes**.
3. Add a new slide using the **Title and Content** layout after the title slide, using the text shown in Figure 3-26.

Figure 3-26
Slide content

Contest Rules

- Submit an original written recipe and dish
 - Good 4 U Restaurant, Saturday, June 7
 - 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 line at the top of the first column. Key **Use** on the new line and demote all the text below it. Insert **Avoid** at the top of the second column and demote 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. Change the design theme to **Equity** and the color theme to **Apex**.
8. Check spelling in the presentation.
9. Review the presentation as a slide show.
10. Add the **Newsflash** transition with **Medium** speed to all slides in the presentation.
11. Create a handout header and footer; include the date updated automatically and your name as the header, and the page number and text **[3-29your initials]** as the footer.

12. Move to slide 1 and save the presentation as **[3-29your initials]** in your Lesson 3 folder.
13. Preview and then print the presentation as handouts, six slides per page, grayscale, framed. 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 3-30

Imagine that you are organizing a drawing for your local community college to raise money for an internship banquet and 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. Apply a design theme of your choice to the first and last slides in your presentation and apply a different but complementary design theme to the other slides. Add a handout footer with your name and the file name in it. Check spelling in the presentation. Save the presentation as **[3-30your initials]**. Preview and then print the presentation as handouts.

Exercise 3-31

Create a presentation describing briefly a personal hobby that you have, i.e., scrapbooking, building guitars, quilting, riding motorcycles. Create at least six slides using a design theme, theme color, 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 **[3-31your initials]**. Preview and then print the presentation as handouts.

Exercise 3-32

Choose a children's story, for example, a Dr. Seuss classic, *Berenstain Bears*, or *Frog and Toad's adventures*. Create a presentation that includes a title slide with the subject title being the title of the book and the author's name for the subtitle. After the title slide, insert multiple slides describing the major points of the story. Rearrange slides, and copy and paste text as necessary to get them in a logical order. Choose a design theme and theme color that conveys the mood of the book. Add transition effects. Add page numbers to the slide. Check the spelling in the presentation. Save the presentation as **[3-32your initials]**. Preview and then print the presentation as handouts.