

## Unit 2 Applications

### Unit Application 2-1

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

1. Open the file **Runner1**.
2. On slide 1, key **Good 4 U** as the title and **Proud Sponsor of the Fall Festival Marathon** as the subtitle.
3. Find a clip art image of a runner and insert it into the slide. Position the clip art in the bottom right corner of the text area of the title slide.
4. Recolor the image to match one of the colors in the presentation.
5. Resize the image so it does not overlap the subtitle text.
6. 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



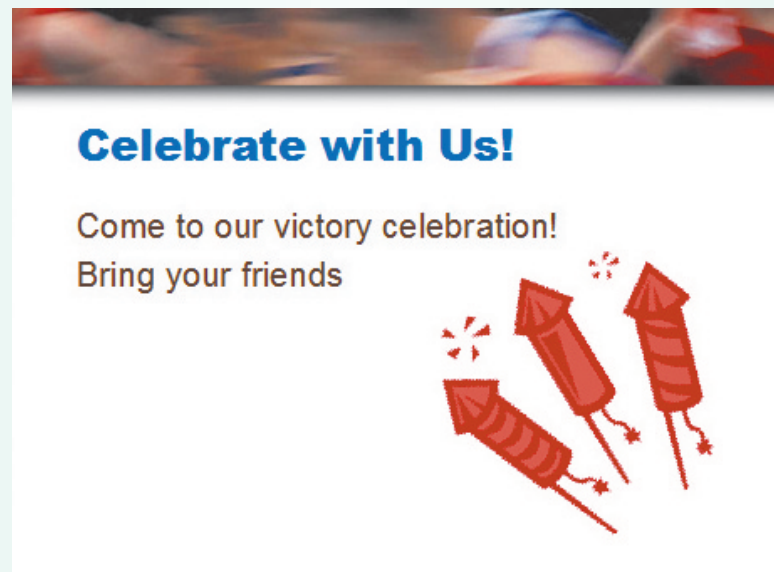
7. Working in the Outline pane, key the text shown in Figure U2-2, inserting new slides where needed.

**Figure U2-2**  
Presentation data



8. On slides 2 and 4, remove the bullets from the body text placeholders.
9. On slide 4, insert the **Fireworks** picture from your student data files and position it in the bottom right corner of the slide. Rotate the image so the rockets point toward the text and increase the size slightly, as shown in Figure U2-3.

**Figure U2-3**  
Finished slide with  
rotated picture



10. Insert a new slide after slide 4 that uses the **Blank layout**. Insert a clip art image of a race. Resize the picture proportionately so it almost fills the open space on the slide. If the picture is an odd size, crop it where necessary so it is the same size and shape as the slide. Adjust the picture's brightness settings to soften the colors so WordArt will be readable when placed above the image.

11. Create a WordArt text by using **Fill – Accent 2, Warm Matte Bevel**. 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 change the text color to **Dark Blue, Background 1**.
13. Check spelling in the presentation.
14. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[U2-1your initials]** as the footer.
15. Create a Unit 2 Application folder. Move to slide 1 and save the presentation as **[U2-1your initials]** in your Unit 2 Applications folder.
16. Preview and then print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

## Unit Application 2-2

**Add a table, insert a chart, create a SmartArt cycle diagram; 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. 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 6.25 inches wide by 3 inches tall.
6. Change the Table Style to **Dark Style 1 – Accent 6**.
7. Vertically center all of the text in the table.
8. Position the table attractively 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

- 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.

**Figure U2-5**  
Chart worksheet  
data

	A	B	C
1		Full-time	Part-time
2	2006	41	30
3	2007	40	35
4	2008	48	46
5	2009	38	61

- Apply a gradient fill to each series of columns. Move the legend to the bottom.
- 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 the text fits all on one line.
- Draw an arrow from the text to the top of the 2009 columns.
- Insert a new slide after slide 5. Use the **Title and Content** layout, and key the title **Plan for Increasing P/T Headcount**.
- On the new slide 6, insert a Basic 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

- Apply the **3-D, Polished** Style and make the text bold. Resize the graphic to fill the open area of the slide.
- Apply the **Wipes, Split Vertical Out** transition to all of the slides.
- View the presentation as a slide show.
- Create a slide footer for all slides, except the title slide, containing today's date, and the text your name, **[U2-2your initials]**.

19. Create a handout header and footer: Include the date and your name as the header, and the page number and the text [U2-2your initials] as the footer.
20. Move to slide 1 and save the presentation as [U2-2your initials] in your Unit 2 Applications folder.
21. Preview and then print the entire presentation as handouts, six slides per page, grayscale, landscape, framed. Close the presentation.

## Unit Application 2-3

### Create a presentation with an organizational 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 **Title Slide** layout for the first slide, 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**

Good 4 U Senior Management

Current and Future Organization

**Slide 2**

Why Change What Works?

- Current structure designed for a single-restaurant company
- Management must be positioned for a national, multi-restaurant organization

**Slide 3**

Future Structure

- Reorganization planned for 2008
- Designed to capitalize on the individual talents of co-owners
- Company will be split into two functional areas
- Chef and Administration Managers will report to Julie Wolfe
- Marketing and Information Managers will report to Gus Irvinelli

3. On slide 1, insert an appropriate clip art or picture showing managers, a business setting, etc. Recolor it to match the presentation theme color.
4. On slide 2, insert a Radial Cycle SmartArt graphic in the content placeholder.
5. Insert two more shapes on the Radial diagram, making a total of six shapes in the outer circle plus a center shape.

6. Make the diagram as large as possible without interfering with the other text on the slide.
7. Key **Good**  **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.

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

NewYork  
Miami  
LosAngeles  
SanFrancisco  
Tucson  
Moresoon

8. Change the SmartArt Style to **3-D, Metallic Scene** and change the colors to **Gradient Loop – Accent 3**. Resize the bulleted text placeholder to reduce its width. Resize the diagram to make it as large as possible without overlapping the bulleted text placeholder.
9. Insert a new slide after slide 2 that uses the **Title and Content** layout. Give it the title **Current Organization**.
10. On slide 3, create a Hierarchy Organization Chart SmartArt graphic for the Good 4 U restaurant by using Figure U2-9. Arrange the chart boxes 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’  
 Eric Dennis, Assistant Chef ] **Level 3**  
 Roy Olafsen, Marketing Manager — **Level 2**  
 Jerry Wayne, Sales  
 Jane Kryler, Promotions ] **Level 3**  
 Chuck Warden, Information Manager — **Level 2**  
 Tanya Reilly, Development  
 Jerry Allen, User Systems ] **Level 3**  
 Michael Peters, Administration Manager — **Level 2**  
 Robert Lee, Purchasing  
 Carol Lynne, Personnel  
 Sharon Ray, Payroll ] **Level 3**

11. Increase the size of the chart, making it as large as possible.
12. Choose the style **3-D, Metallic Scene**. Change the colors to **Colorful - Accent Colors**.
13. Insert a slide after slide 4 using the **Title and Content** layout. Give it 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.

**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
Empowering employees will increase job satisfaction
Tap into the skills and expertise of owners

14. Resize the table and reposition the table attractively and apply **Themed Style 1 – Accent 6** to the table.
15. Review all slides, adjusting the size and position of elements where needed.
16. View the presentation as a slide show.
17. Create a slide footer for all slides containing today's date, and the text your name, **[U2-3your initials]**.
18. Create a handout header and footer: Include the date and your name as the header, and the page number and the text **[U2-3your initials]** as the footer.
19. Move to slide 1 and save the presentation as **[U2-3your initials]** in your Unit 2 Applications folder.
20. Preview and then print the entire presentation as handouts, six slides per page, grayscale, landscape, framed. Close the presentation.

## Unit Application 2-4 ♦ Using the Internet

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

Use the Internet to research a topic of current interest that would lend itself to a presentation including graphics, numerical charts, tables, SmartArt graphics, and/or organization charts. 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 graphics, 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 **[U2-4your initials]**. 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 **[U2-4your initials]** in your Unit 2 Applications folder. Practice delivering the presentation. Preview and then print the presentation handouts with an appropriate number of slides per page, grayscale, framed. Close the presentation.