


Concepts Review

True/False Questions

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

- T F 1. You can key text only in an existing placeholder.
- T F 2. Use **Shift** with  to create a square.
- T F 3. Every shape includes an adjustment handle.
- T F 4. A green handle on a PowerPoint object indicates that the object can be rotated.
- T F 5. The Insert Picture command is the quickest way to create a presentation with multiple images.
- T F 6. When you want to change the height of an object, but not the width, press **Shift** while dragging a corner sizing handle.
- T F 7. To apply a frame or shadow effect to a picture, choose a Picture Style.
- T F 8. WordArt enables you to create special effects with text.

Short Answer Questions

Write the correct answer in the space provided.

1. How do you draw a perfect circle?

2. What kind of handle is the yellow diamond?

3. How can you make a picture have a different shape?

4. Describe the appearance of a bevel effect when applied to a picture or shape.

5. If Insert Picture is not used to add a photograph from a file, which pane would be used to search for a photograph?

6. What setting on the Format Picture dialog box will cause a shadow to appear from a particular direction?

7. List three Artistic Effects available from the Picture Tools Format tab.

8. How do you change the shape of WordArt 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. Consider the Shapes gallery, and explain how three different shapes could help you illustrate or draw attention to a concept you need to explain.
2. Describe how Picture Styles can enhance the appearance of a photograph.

Skills Review











Exercise 4-29

Create shapes, use gridlines and guides, key text in a shape, and use the Format Shape dialog box.

1. Open the file **Seminar1**. Move to slide 3.
2. From the View tab, in the Show group, click to turn on the **Gridlines** and **Guides**.
3. Use the drawing tools to create the shapes shown in Figure 4-41. First, create the wide rectangle that appears on top of the triangle by following these steps:

Figure 4-41
Drawing shapes










- a. From the Insert tab, in the Illustrations group, click the Shapes button  and then the Rectangle button .
 - b. Position the crosshair pointer  on the left of the slide.
 - c. Drag the pointer diagonally down and to the right, creating a wide rectangle, like the one shown in Figure 4-41. Release the mouse button. (Don't worry about the exact size or position of the rectangle because you will size and place it in the next step.)
4. Precisely size and position the rectangle by following these steps:
 - a. Select the rectangle, and from the Drawing Tools Format tab, in the Size group, click the Dialog Box Launcher.
 - b. In the Size category, change **Height** to **0.75"** and **Width** to **8"**.
 - c. In the Position category, change Horizontal to **1"** and Vertical to **4"**. Click **Close**.
 5. Key text in the rectangle by following these steps:
 - a. Select the rectangle.
 - b. Key **Perfect Planning Requires Balance**.
 - c. From the Home tab, change the font to Arial Narrow, the size of the text to 36 points, the text color to white, and the alignment to center.
 6. Create the triangle shown in Figure 4-41 by following these steps:
 - a. From the Insert tab, in the Illustrations group, click the Shapes button ; then from the **Basic Shapes** category, click the Isosceles Triangle button .
 - b. Position the pointer at the bottom center of the new rectangle.
 - c. Drag diagonally down and to the right to create a triangle; then center it under the rectangle.
 7. Draw a circle by following these steps:
 - a. From the Insert tab, in the Illustrations group, click the Shapes button ; then from the **Basic Shapes** category, click the Oval button .
 - b. Position the crosshair pointer  above the left end of the rectangle, hold down **[Shift]**, and drag diagonally to draw a circle approximately the same size as the one in Figure 4-41.
 - c. Hold down **[Ctrl]** while using the arrow keys on your keyboard to fine-tune the circle's position.
 8. Select the circle, and then press **[Ctrl]+[D]** to duplicate it. Drag the second circle to the other end of the rectangle, positioning it appropriately.
 9. Create a horizontal line on slide 3 by following these steps:
 - a. From the Insert tab, in the Illustrations group, click the Shapes button ; then from the **Lines** category, click the Line button .
 - b. Position the pointer below the "Y" in the word "Your."
 - c. Hold down **[Shift]**, and drag to the right to draw a straight line below the word. Release the mouse button first, and then release **[Shift]**.

- d. From the Drawing Tools Format tab, in the Shape Styles group, click the Dialog Box Launcher to access the Format Shape dialog box. Change the Line Width to **3** pt., and then on the Line Color tab change the Line color to **Turquoise, Accent 1**.
 - e. Adjust the position of the line, if necessary.
10. Check spelling in the presentation.
 11. Create a footer for slide 3 only: Include the slide number, date, and your name, followed by a comma and **[your initials]4-29**.
 12. Create a handout header and footer: Include the date, your name as the header, the page number, and **[your initials]4-29** as the footer.
 13. Move to slide 1, and save the presentation as **[your initials]4-29** in your Lesson 4 folder.
 14. Close the presentation and submit your work.

Exercise 4-30



Insert a picture from a file, crop a clip art image, search for and insert a clip art image, and place text on a shape.

1. Open the file **Seminar2**.
2. On slide 1, insert the picture file **Logo** (from your student data disk) by following these steps:
 - a. From the Insert tab, in the Illustrations group, click the Picture button .
 - b. Browse to find the student data files for Lesson 4, and click **Logo**.
 - c. Click **Insert**.
3. Remove the white color in the image by following these steps:
 - a. From the Picture Tools Format tab, in the Adjust group, click the Remove Background button . The white area of the image is marked for removal, and a rectangle with handles marks the area to be retained.
 - b. Because the word “Good” is not selected, click the Mark Areas to Keep button  and then click each letter about three times until the entire letter appears. Because the letters have a beveled appearance, you may want to zoom in to see better the detail of each letter. Click the flat part of the letter and the highlighted areas will automatically be selected.
 - c. Click the Keep Changes button .
4. Resize the logo to make it slightly smaller.
5. Position the logo at the bottom of the slide, below the white graphic shape that is on the background.
6. Move to slide 2. In the content placeholder, click the Clip Art button . The Clip Art pane will appear.
 - a. In the **Search for** box, key **refrigerator**, and then click **Go**.
 - b. Look for an image that most closely resembles a commercial-grade refrigerator with stainless steel finish, and then insert it by clicking its thumbnail.

7. Resize the image proportionately from the center by following these steps:
 - a. Select the image.
 - b. Hold down **Ctrl** while dragging a corner handle.
 - c. When the image is the size you want, release the mouse button first; then release **Ctrl**.
8. Crop an image by following these steps:
 - a. Move to slide 3. Select the image on the right side of the slide.
 - b. From the Picture Tools Format tab, in the Size group, click the Crop button .
 - c. Drag the top cropping handle down to just above the shape containing the chef's hat.
 - d. Drag each of the side cropping handles in so that only the shapes containing the chef's hat and the rolling pin remain.
 - e. Click a blank area on the slide to deactivate the Crop button .
 - f. Increase the size of the cropped image, and position it beside the list with balanced spacing above and below the image.
9. On slides 4 and 6, search for and insert images appropriate to the slide text content and the overall presentation design. Crop and/or resize the images if necessary.
10. On slide 2, at the bottom, insert a text box, key **Ask for our list of wholesale appliance dealers**, and change the font to 24-point Arial Narrow, italic. Position the text box on the lower left.
11. Check spelling in the presentation.
12. Create a handout header and footer: Include the date, your name as the header, the page number, and **[your initials]4-30** as the footer.
13. Move to slide 1, and save the presentation as **[your initials]4-30** in your Lesson 4 folder.
14. Close the presentation and submit your work.

Exercise 4-31

Insert and size a picture from a file, and create and edit WordArt.

1. Open the file **Seminar3**.
2. On slide 1, apply WordArt effects to the title by following these steps:
 - a. Select the title text.
 - b. From the Drawing Tools Format tab, in the WordArt Styles group, click the Quick Styles More button , and choose **Fill – Orange, Accent 2, Matte Bevel** (on the last row).
 - c. Change the text fill color to **Rose, Accent 5, Darker 50%**.
3. Change the shape of WordArt text by following these steps:
 - a. Select the WordArt text.
 - b. From the Drawing Tools Format tab, in the WordArt Styles group, click the Text Effects button  and then **Transform**.


- c. From the Warp category, select the **Chevron Up** effect, and the text will increase in size when this effect is applied.
 - d. Hold down **Ctrl**, and drag the bottom-center sizing handle up slightly to decrease the height of the WordArt shape. The height measurement should be about 1.5 inches.
4. Add the Good 4 U logo to the title slide by following these steps:
 - a. Delete the subtitle placeholder.
 - b. From the Insert tab, in the Images group, click the Picture button .
 - c. Navigate to the drive and directory where your Lesson 4 student data files are stored, and select the file **Logo**. Click **Insert**.
 - d. Drag the logo to the bottom of the subtitle placeholder in the center of the slide, as shown in Figure 4-42.


Figure 4-42
WordArt effect



5. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]*4-31 as the footer.
6. Move to slide 1, and save the presentation as *[your initials]*4-31 in your Lesson 4 folder.
7. Close the presentation and submit your work.

Exercise 4-32

Create shapes and rotate, add text, insert a picture from a file, apply artistic effects, and adjust corrections settings.

1. Open the file **Seminar4**. Replace the word “Date” on slide 1 with today’s date in a numeric format such as 09/12/10.
2. Create a left-arrow shape and position it by following these steps:
 - a. Move to slide 3, and from the Insert tab, in the Illustrations group, click the Shapes button . In the Block Arrows category, click **Left Arrow** (the second shape in the first row).


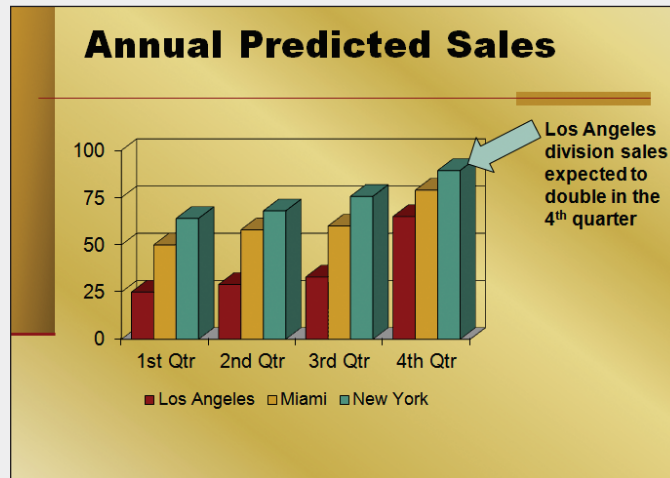

- b. Position the crosshair pointer  at the top of the tallest bar in the fourth-quarter section of the chart, and then click and drag to create an arrow.
 - c. Select the arrow; then drag the green rotation handle above the arrow to the left until the arrow points down at about a 45-degree angle.
 - d. Reposition the arrow so that it points to the top of the tallest bar, as shown in Figure 4-43.
3. Draw a text box in the space at the right of the chart. Change the font to 20-point Arial, bold, and left-align the text. Key **Los Angeles division sales expected to double in the 4th quarter.**

Figure 4-43
Adding a text box
to clarify an
important point



4. On slide 2, insert the **Restaurant** picture from your student data files.
 - a. Resize the picture to make it slightly smaller.
 - b. From the Picture Tools Format tab, in the Adjust group, click the Corrections button ; access the Picture Correction Options dialog box, and adjust the **Contrast** and **Brightness** by +5 percent.
 - c. From the Picture Tools Format tab, in the Picture Styles group, apply the **Reflected Bevel, Black** picture style.
5. On slide 4, the picture that is already positioned on this slide is very dark.
 - a. Adjust the contrast and brightness to improve the image.
 - b. Apply the **Reflected Bevel, Black** picture style to match the style used on slide 2.
6. On slide 1, resize the date placeholder to fit the text, and change it to left alignment. Move the date to the upper left of the slide. Resize the title placeholder so that it fits the text, and move it above the horizontal line at the top of the slide.




7. Insert an image and add an Artistic Effect by following these steps:
 - a. On slide 1, insert the **Soup-salad** picture from your student data files.
 - b. Increase the height of the picture to 5.9 inches, and position it to be even with the bottom and right side of the slide.
 - c. From the Picture Tools Format tab, in the Adjust group, click the Artistic Effects button , and choose the **Cutout** effect (bottom row).
8. On slide 1, change the title text placeholder fill color to **Gold, Accent 2**, and resize the placeholder to fit across the slide. Position it above the picture, as shown in Figure 4-44.

Figure 4-44
Completed title slide
with artistic effect
applied



9. Below the picture on slide 4, insert a text box with the words **Only the finest produce!**
 - a. Format the text in a size, font, and color that match slide 3 (Arial, 20 point, bold).
 - b. Position the text centered below the picture.
10. On slide 5, from the Insert tab, in the Illustrations group, click the Shapes button ; then in the **Stars and Banners** subcategory click the **5-Point Star**. Position and size the star so that it covers the gold rectangle on the right side of the horizontal line.
11. Place text in the star by following these steps:
 - a. Select the star.
 - b. Key **Star**, press , and key **Team**. Make the text Arial Black in 32 points.
 - c. Adjust the size of the star, if necessary, to fit the text.
12. Check spelling in the presentation.
13. Create a handout header and footer: Include the date, your name as the header, the page number, and **[your initials]4-32** as the footer.
14. Move to slide 1, and save the presentation as **[your initials]4-32** in your Lesson 4 folder.
15. Close the presentation and submit your work.

Lesson Applications

Exercise 4-33

Work with lines, text effects, shapes, and clip art.

1. Open the file **Market1**.
2. On slide 1, select the title text. From the Drawing Tools Format tab, apply the Text Effects of **Bevel**, **Circle**, and then apply **Shadow**, **Outer** category, **Offset Bottom** effect.
3. Draw a thin horizontal rectangle below the text in the title placeholder that extends under the title to the right edge of the slide.
4. Delete the subtitle placeholder. Draw a rectangle, approximately 3 inches wide. Position it on the lower right side of the slide.
5. Use the Clip Art pane to search for a photograph image by using the search word **meeting**. Choose a picture that has a horizontal orientation and is appropriate in style, content, and color for this slide.
6. Resize and crop the picture, if necessary, to make it fit on the solid-color area on the lower right of the slide, using the rectangle as a border for the picture. Apply a Shape effect of **Shadow**, **Outer**, **Offset Bottom** **Shadow** to the rectangle serving as a border for the picture so that it matches the title treatment, as shown in Figure 4-45.

Figure 4-45
Drop shadow effect



7. On slide 2, resize the body text placeholder to allow space on the right half of the slide for a picture.
8. Find another picture using the **meeting** search criteria in portrait orientation. Size and/or crop it as needed; then add the same shadow effect. Position it beside the bulleted list.
9. Check spelling in the presentation.

10. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]4-33* as the footer.
11. Move to slide 1, and save the presentation as *[your initials]4-33* in your Lesson 4 folder.
12. Close the presentation and submit your work.

Exercise 4-34

Insert pictures, apply effects, rotate, and insert WordArt.

1. Open the file **Orientation**.
2. On the title slide, select the illustrated image, copy it, and delete it from this slide.
3. Move to slide 3, and add a slide with a blank layout to create slide 4. Paste the illustrated image from slide 1 on slide 4.
4. On the title slide, increase the title text placeholder font size to **54** pt. Increase the size of this placeholder so that the text fits on two lines. Adjust the horizontal position so that the left edge of the text aligns with the left edge of the horizontal blue shape.
5. On the title slide, in the subtitle placeholder, key *[Your Name]*, press **Enter**, and key the *[Current Date]*.
6. Search for photograph images using the word **dining**. Insert three photographs. You may need to crop them to reduce the image size and feature the most appropriate part of the pictures. Adjust the size of these images so that each is 2.5" wide.
7. Add a Picture Style to all three of the photographs using **Drop Shadow Rectangle**.
8. Position and rotate these pictures with even vertical spacing on the left side of the slide, as shown in Figure 4-46. (Your pictures may be different ones.)

Figure 4-46
Positioning of
pictures



9. On slide 2, change the second bulleted item into two bulleted items, and revise the wording:

- **Company History**
- **Company Vision**

10. Insert two new slides after slide 3; use the **Title and Content** slide layout. Key the following on slides 4 and 5:

Who's Who

- **Julie Wolfe and Gus Irvinelli are the co-owners of the restaurant**
- **Michele Jenkins is the head chef**
- **Roy Olafsen is the marketing manager**

Summary

- **Good 4 U is growing rapidly with our new franchising opportunities**
- **Our healthy living message has worldwide appeal**
- **We are relying on you, our new employees, to help us grow**

11. On slide 6, insert WordArt for the words **Welcome to Good 4 U**, and make it fit on two text lines, left aligned. Adjust WordArt colors and effects to be appropriate for the presentation color scheme. Use the same Bookman Old Style font that is used in the slide titles.

12. Position the image and the WordArt text for a pleasing arrangement.

13. Check spelling in the presentation.

14. Scroll through the presentation, and check each slide to make sure the images and text are positioned appropriately.

15. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]4-34* as the footer.

16. Move to slide 1, and save the presentation as *[your initials]4-34* in your Lesson 4 folder.

17. Close the presentation and submit your work.

Exercise 4-35

Create shapes, insert and resize pictures, apply artistic effects, and insert WordArt.

1. Open the file **Investors**.
2. On slide 1, select the title text, and apply the WordArt Style **Gradient Fill – Orange, Accent 1** (third row, fourth column).
3. With the title selected, use the Text Effect of **Transform** to change the text shape to **Deflate Bottom**.
4. Resize the WordArt to stretch across the slide with a width of 9.0" and height of approximately 2.5". Move it up to be centered in the black area of the slide.

5. Key the following bulleted text on slides 2 through 5, using the left content placeholder for slides 2 through 4. Slide 5 has only one content placeholder for the text.

Objectives

- Obtain investors to establish Good 4 U as a franchise
- Revisit the current business plan
- Hire a marketing consulting firm

Our Specialties

- Organic fruit and vegetables
- Fresh juices
- Innovative cuisine

What Investors Want

- High-profile location
- Hotel or storefront
- City with tourism, such as Miami or New York
- “Curb Appeal”

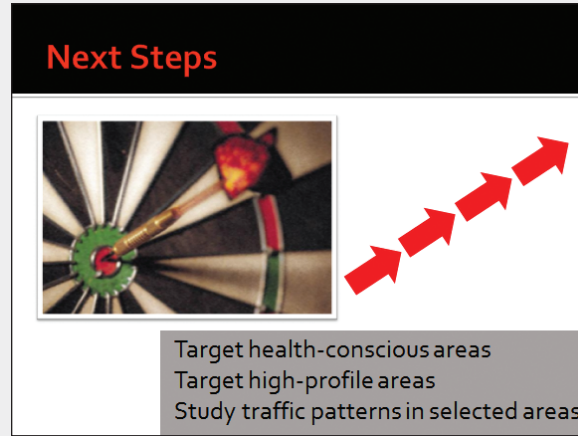
Next Steps

- Target health-conscious areas
- Target high-profile areas
- Study traffic patterns in selected areas

6. On slide 2, on the shape on the right, key **Investors are our building blocks** with a font size of 36 points and bold. Resize the shape with a height of 3" and a width of 3" so that the text word-wraps on four lines. Adjust the shape's position so that it is even with the bulleted list on the left.
7. On slide 3, remove the bullets from the body text placeholder, and center its text. Adjust the size of the placeholder so that the text fits on three lines, and move it to the bottom of the slide to make room for two pictures above it. Center the placeholder horizontally.
8. Insert two landscape-oriented pictures: a picture of fruit and a picture of vegetables. Find pictures that will complement each other on the slide. Adjust their size if necessary, and position them side by side above the text. Apply the Picture Style **Simple Frame, White**.
9. On slide 4, search for a picture of New York that coordinates with the color scheme of the presentation, and insert it. Resize the picture so that it fits on top of the shape on the right of the slide. The picture should be approximately 3" wide. Apply the same Picture Style, **Simple Frame, White**, and then resize the shape so that it fits evenly behind the picture.
10. On slide 5, remove the bullets from the list, and resize the placeholder to fit the text on three lines. Change the shape fill to **Gray-50%, Text 2, Lighter 40%**, and move the text to the lower right of the slide.
11. On slide 5, search for a photograph of a target, apply the same Picture Style, **Simple Frame, White**, and position the photograph under the slide title as shown in Figure 4-47. Apply the Artistic Effect of **Glow Diffused** (column 4, row 2).

12. On slide 5, draw a **Right Arrow** shape, and rotate it so that it points up slightly. Change the shape fill and shape outline to **Red**, and resize if necessary. Duplicate this arrow by pressing **[Ctrl]+[D]**, and position the second arrow above the first one. Repeat for two more arrows. The arrows should angle up, as shown in Figure 4-47.

Figure 4-47
Completed slide



13. Review each slide, and make changes to the size and position of any objects you think should be adjusted for good alignment and spacing.
14. Check spelling in the presentation.
15. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]*4-35 as the footer.
16. Move to slide 1, and save the presentation as *[your initials]*4-35 in your Lesson 4 folder.
17. Close the presentation and submit your work.

Exercise 4-36 ♦ Challenge Yourself

Create a photo album presentation, insert WordArt, and adjust Text Effects.

1. Start a new blank presentation.
2. Create a photo album using the five pictures from the Cooking Classes folder.
3. Rearrange the picture order to put **Chopping** first, followed by **Slicing**, **Sauce making**, **Pastry baking**, and **Bread baking**.
4. For the Album layout, choose the Picture Layout of **1 picture**.
5. For Frame shape, choose **Simple Frame, Black**.
6. For Theme, click **Browse**, and then choose **Foundry**.
7. Click **Create**. Once the slides appear, choose the Design tab, Colors, and **Office** theme colors.

8. On slide 1, for the title text key **Cooking Classes**; for the subtitle key **by Michele Jenkins, Head Chef**, and make it bold.
9. Insert WordArt with the text **Back by Popular Demand**, using the Style of **Fill – Red, Accent 2, Matte Bevel**. Change the font size to 40 points, and resize the WordArt so that the text fits on two lines.
10. Rotate the WordArt text, and position it on the upper left of the slide.
11. Insert a text box below the subtitle to show the class dates:
October 17 and 18, 9-10:30 a.m.
November 7 and 8, 2-3:30 p.m.
Registration required
12. Use right alignment for the text box so that it matches the title and subtitle positioning.
13. On slide 2, insert a text box, change the font size to **28** points, and key **Efficient food handling methods**. Change the fill color to **Red, Accent 2, Darker 25%**, and resize the box so that the text fits on one line. Position this text box near the bottom of the picture on the right.
14. Press **Ctrl+C** to copy the text box, and paste it on slide 3. Edit the text to be **Fresh fruits and vegetables**. Position this text box at the bottom of the picture on the left.
15. Repeat this process for slides 4, 5, and 6, using separate text boxes placed in different positions on each slide, as shown in Figure 4-48:
 Slide 4 **Savory sauces**
 Slide 5 **Pastry for a crowd**
 Slide 6 **Breads like Grandma made**

Figure 4-48
Completed Photo
Album slides



16. Move to slide 1, and save the presentation as **[your initials]4-36**.
17. Close the presentation and submit your work.

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 4-37

Imagine that you are about to open a new retail store or restaurant. Using the content and layout of the Miami Beach presentation from this lesson as a general guide, create a presentation with at least five slides announcing the opening of your business. Use images, text boxes, shapes, WordArt, and, if possible, scanned photos to illustrate your presentation. Include a transition effect. Save the presentation as *[your initials]4-37*. Close the presentation and submit your work.

Exercise 4-38

Personal shoppers are responsible for suggesting ideas on gifts that their clients can give to others. Imagine you are a personal shopper, and create a presentation entitled “Gift Suggestions for *[choose occasion or person]*.” Select five or more suitable items from mail-order catalogs, and create a separate slide describing each item, including the price and why you selected it. If you have access to a scanner, scan each item's picture from the catalog and insert it on the appropriate slide. If a scanner is not available, insert a suitable clip art image on each slide. Use your own creativity and the techniques learned in this and previous lessons to add interest to the slides. Save the presentation as *[your initials]4-38*. Close the presentation and submit your work.

Exercise 4-39

You are the owner of an electronic scrapbook preparation service. You have a friend or family member who has requested that you create a photo album presentation to commemorate a special occasion on which several pictures were taken. Locate appropriate pictures, or use your own digital photos. Create an appropriate theme for your presentation based on the background design and colors that you choose. Add images, text boxes, shapes, and WordArt to illustrate your presentation like a scrapbook. Save the presentation as *[your initials]4-39*. Close the presentation and submit your work.