



Student Name:

Student ID:

Username:



PowerPoint 2021 In Practice - Ch 1 Independent Project 1-6

Independent Project 1-6

At the Hamilton Civic Center, workshops are offered to the community to address fitness, health, and wellness issues. For this project, you develop a presentation for an upcoming series about helping families become more active.

[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.9]

File Needed: **PP2021-IndependentProject-1-6.pptx** (Available from the Start File link.) **PedestrianSafety-01.pptx**, **Walk1-01.jpg**, and **Walk2-01.jpg** (Available from the Resources link.)

Completed Project File Name: **[your name]- PP2021-IndependentProject-1-6.pptx**

Skills Covered in This Project

- Create a new presentation using a theme.
- Change theme fonts.
- Change case.
- Reuse slides from another presentation.
- Check spelling.
- Rearrange slides.
- Insert a picture.
- Apply *Design Ideas* layouts.
- Adjust placeholders.
- Insert a footer.
- Apply transitions.
- Add presentation properties.
- Save a presentation.

Steps to complete This Project

Mark the steps as checked when you complete them.

- ☐ Open the presentation **PP2021-IndependentProject-1-6** downloaded from the *Start File* link. Click the Enable Editing button in the Message Bar.
- ☐ The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor.
- Insert a picture, apply a *Design Ideas* layout, and change theme options.

Office 2021 Note: The *Design Ideas* pane will not open when using Office 2021.

- ☐ Insert the picture **Walk1-01** downloaded from the Resources link on slide 1 and the *Design Ideas* pane opens.
 - ☐ Click the **Design Ideas** button if the pane does not automatically open.
- ☐ Select the layout with the picture on the left and a larger area for the title and subtitle on the right.
 - ☐ You may need to click the **See more Design Ideas** button at the bottom of this pane to look at more options.
 - ☐ Close the *Design Ideas* pane.



- ☐ If the *Design Ideas* pane did not open, move and size the picture and placeholders on the slide as shown in Figure 1-127.

- ☐ Change the *Theme Font* to **Arial Black-Arial**.
- ☐ Display slide 1 and replace the placeholder text with the following text:

Title: Pedestrian Safety Matters

Subtitle: Keeping that new year's resolution to be more active

5. Adjust text.

- ☐ Select the subtitle placeholder and change the *Case* to **Capitalize Each Word**.
- ☐ Change the subtitle *Font Size* to **24 pt**.
- ☐ Move the subtitle placeholder up and click **Align Left**.
- ☐ Select the title placeholder and click **Align Left**.
- ☐ Increase the title placeholder size on the bottom so all text displays at **60 pt**.
- ☐ Select both placeholders and align them on the left ([Figure 1-127](#)).

6. Reuse slides from another presentation.

- ☐ Click *Reuse Slides* and browse to find **PedestrianSafety-01** downloaded from the Resources link.
- ☐ Select the file and click **OK**. All five slides are inserted.

- ☐ Display slide 2. Put your insertion point in front of the word "Guard" and press **Enter** to show this text as the last item in the list.

- ☐ Display slide 1. Click the **Spelling** button to find and correct the following spelling errors: "pedestrians," "aggressive," "Remember," "traffic," "Regardless," and "cloudy."

9. Adjust slide order as follows:

- ☐ Pedestrian Safety Matters (title slide)
- ☐ Take a Walk
- ☐ Respect Your Surroundings
- ☐ Wear the Right Outfits
- ☐ Increase Your Visibility
- ☐ Use Caution

- ☐ Add a footer with the text **Pedestrian Safety Matters**. Apply it to all slides except the title slide.

11. Insert and position a picture.

- ☐ Display slide 6. From the Resources link, insert the picture **Walk2-01**.
- ☐ Close the *Design Ideas* pane if it opens.
- ☐ Move the picture to the upper-left corner of the slide (see [Figure 1-128](#)).



Figure 1-127 Title slide completed

Photo Source: Ingram Publishing/SuperStock



Figure 1-128 PowerPoint 1-6 completed

Photo Source: Ingram Publishing/SuperStock, Purestock/SuperStock

- ☐ Apply the **Push** transition with the **From Right** effect option to all slides.
- ☐ Preview the transitions in *Slide Show* view.
- ☐ Open the *Properties* dialog box and insert the following presentation properties as needed on the *Summary* tab:

Title: Pedestrian Safety Matters

Subject: Active Lifestyle

Author: Anna Lorenzo

- ☐ Close the *Properties* dialog box.

16. ☐ Save and close the presentation ([Figure 1-128](#)).

17. ☐ Upload and save your project file.

18. ☐ Submit file for grading.

