



Student Name:

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PowerPoint 2021 In Practice - Ch 2 Independent Project 2-6

Independent Project 2-6

Kathy Sung, Director of Services at Life's Animal Shelter (LAS), will speak to a luncheon group of businesspeople. For this project, you develop the presentation she will use to explain the needs of LAS and describe ways people can contribute through donations or by volunteering their time.

[Student Learning Outcomes 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7]

File Needed: **YouCanHelp-02.pptx** (Available from the Start File link.), and **CountryStroll-02.jpg**, **DayCare-02.jpg**, **Food-02.jpg**, **Groom-02.jpg**, and **RoyalTreatment-02.jpg** (Available from the Resources link.)

Completed Project File Name: **[your name]-YouCanHelp-02.pptx**

Skills Covered in This Project

- Apply text effects.
- Apply a picture style.
- Set transparent color.
- Recolor a picture.
- Adjust size dimensions.
- Insert a text box.
- Insert and format a table.
- Insert icons.
- Insert a *3D Model*.
- Convert text to a *SmartArt* graphic.
- Create a *SmartArt* graphic with pictures.
- Apply a *SmartArt* style and effects.

Steps to complete This Project

Mark the steps as checked when you complete them.

- ☐ Open the presentation **YouCanHelp-02** downloaded from the *Start File* link.
- ☐ The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor.
- Display slide 1 and adjust the title.
 - ☐ Change the *Text Fill* color to **Dark Red, Accent 1, Darker 25%** (fifth color/fifth row).
 - ☐ Apply the *Text Effect* of **Bevel** and choose **Angle** (first option/second row).
 - ☐ Change the *Font Size* to **80 pt**.
 - ☐ Resize the placeholder on the right so one word is on each line and move it down slightly ([Figure 2-182](#)).
- Resize a picture and remove a background color.
 - ☐ Select the dog picture on slide 1.
 - ☐ Increase the picture size (*Height 6"* and *Width* automatically adjusts).
 - ☐ Use *Set Transparent Color* to remove the white area in the picture.



- d. ☐ Position the dog picture on the left (see [Figure 2-182](#)).
5. Apply a picture style.
 - a. ☐ Display slide 2 and increase the picture size (*Width 8"* and *Height* automatically adjusts).
 - b. ☐ Apply the **Moderate Frame, Black** picture style.
 - c. ☐ Choose **Align Center** and position the picture near the top of the slide.
6. ☐ Insert a text box on slide 2 and type the following text:
 - ☐ Our operating funds come through donations and pet adoption fees.



Figure 2-182 Slide 1 with picture and title changes
Photo Source: G.K. & Vikki Hart/Getty Images

7. Format the slide 2 text box.
 - a. ☐ Change the *Font Color* to **White, Background 1** (first color/first row).
 - b. ☐ Change the *Font Size* to **20 pt**.
 - c. ☐ Change the *Shape Fill* to **Black, Text 1** (second color/first row).
 - d. ☐ Change the *Shape Outline* to **White, Background 1** and the *Weight* to **3 pt**.
 - e. ☐ Resize the text box so the text wraps on two lines ([Figure 2-183](#)).
 - f. ☐ Choose **Align Center** and position the text box below the picture.
8. Copy and paste a slide.
 - a. ☐ Select the slide 2 thumbnail and press **command+C**.
 - b. ☐ Move your insertion point after slide 3 and press **command+V**.



Figure 2-183 Slide 2 with picture and text box inserted
Photo Source: David De Lossy/age fotostock

9. Format the new slide 4.
 - a. ☐ Replace the text in the text box below the picture with the words **We Need Your Help!**
 - b. ☐ Resize the text box to fit the text and center it horizontally under the picture.
 - c. ☐ Select the picture and change the *Color* to **Orange, Accent color 2 Dark** (third option/second *Recolor* row) ([Figure 2-184](#)).

10. Convert a list to a *SmartArt* graphic.

- a. ☐ Display slide 5 and convert the list to a **Vertical Bullet List** *SmartArt* graphic.
- b. ☐ Increase the *SmartArt* frame *Height* to **4.7"** so the text size increases.
- c. ☐ Reduce the *Width* to **9"**.
- d. ☐ Apply the **Cartoon** *SmartArt* *Style* (third *3D* option).
- e. ☐ Move the *SmartArt* graphic to the right as shown in [Figure 2-185](#).

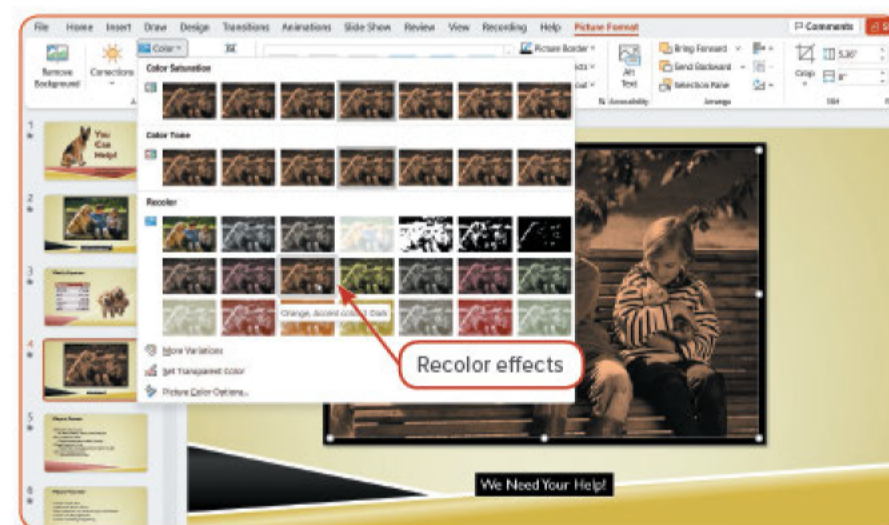


Figure 2-184 Slide 4 with picture recolored
Photo Source: G.K. & Vikki Hart/Getty Images, David De Lossy/age fotostock

11. Insert a *3D Model*.

- a. ☐ Display slide 5.
- b. ☐ Click the **3D Models** button arrow and select **Stock 3D Models**.
- c. ☐ Search for the word **dog** and insert the beagle ([Figure 2-186](#)).
- d. ☐ Rotate the dog to face the *SmartArt* graphic. If you are not satisfied with the rotation, click **Reset 3D Model**, and rotate again.
- e. ☐ Change the *Height* to **2.8"** and position the dog on the left.



Figure 2-185 SmartArt graphic converted from bulleted text and a 3D Model

- f. ☐ Adjust the spacing as shown in [Figure 2-185](#).

12. Insert a new slide after slide 5 with a *Title and Content* layout.

- a. ☐ Type the title **Items We Need** on slide 6.
- b. ☐ Insert a table with **3** columns and **5** rows.
- c. ☐ Type the text in [Table 2-18](#) beginning with the column headings.

Table 2-18

Cleaning	Paper Products and Bedding	Dog and Cat Play
Bleach	Paper Towels	Dog and Cat Treats
Pine Sol	Paper Plates	Chewies
Mop Heads	Plastic Containers with Lids	Collars
Towels	Blankets	Leashes



Figure 2-186 3D Model

- d. ☐ Increase the *Font Size* to **20 pt**.
- e. ☐ Adjust column width so each column fits the longest line of text ([Figure 2-187](#)).
- f. ☐ Center the table on the slide using **Align Center** and **Align Middle**.

13. Insert and format two icons on slide 6.

- a. ☐ Click the **Icons** button to open the *Stock Images* pane.
- b. ☐ Select the *Animals* category, choose both a **cat** and a **dog** icon, and click **Insert**.
- c. ☐ Change the cat *Height* to **2"** and the *Width* automatically adjusts.
- d. ☐ Position the cat above the table ([Figure 2-188](#)).
- e. ☐ Change the dog *Height* to **3.5"** and the *Width* automatically adjusts.
- f. ☐ Position the dog below the table on the right.

Cleaning	Paper Products and Bedding	Dog and Cat Play
Bleach	Paper Towels	Dog and Cat Treats
Pine Sol	Paper Plates	Chewies
Mop Heads	Plastic Containers with Lids	Collars
Towels	Blankets	Leashes

Figure 2-187 Slide 6 table completed

14. Convert a list to a *SmartArt* graphic.

- a. ☐ Display slide 7 and convert the text to SmartArt. In the *Picture* group, select the **Picture Lineup** *SmartArt* graphic (first option/seventh row). **MAC NOTE:** You need to convert using one of the options in the menu and then change it to **Picture Lineup**.
- ☐ Each picture placeholder is automatically sized.
- b. ☐ Insert five pictures (going from left to right) by following these steps:
- ☐ Click the **Picture** icon on a shape to open the *Insert Pictures* dialog box.
 - ☐ Browse to locate the resource files downloaded from the *Resources* link.
 - ☐ Select the related picture and click **Insert** ([Figure 2-189](#)):



Figure 2-188 Icons inserted

1 DayCare-02

2 CountryStroll-02

3 RoyalTreatment-02

4 Food-02

5 Groom-02

15. ☐ Apply the **Gallery** transition to all slides.

16. ☐ Save and close the presentation ([Figure 2-190](#)).



Figure 2-189 Slide 6 SmartArt graphic picture layout

Photo Source: Helen Sushitskaya/Shutterstock, skynesher/E+/Getty Images, sonyae/123RF, Lew Robertson/Getty Images, Thomas Barwick/Getty Images

