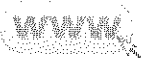


Exercises


EXERCISE 1 A Basic Presentation—Where to Start?
Objectives

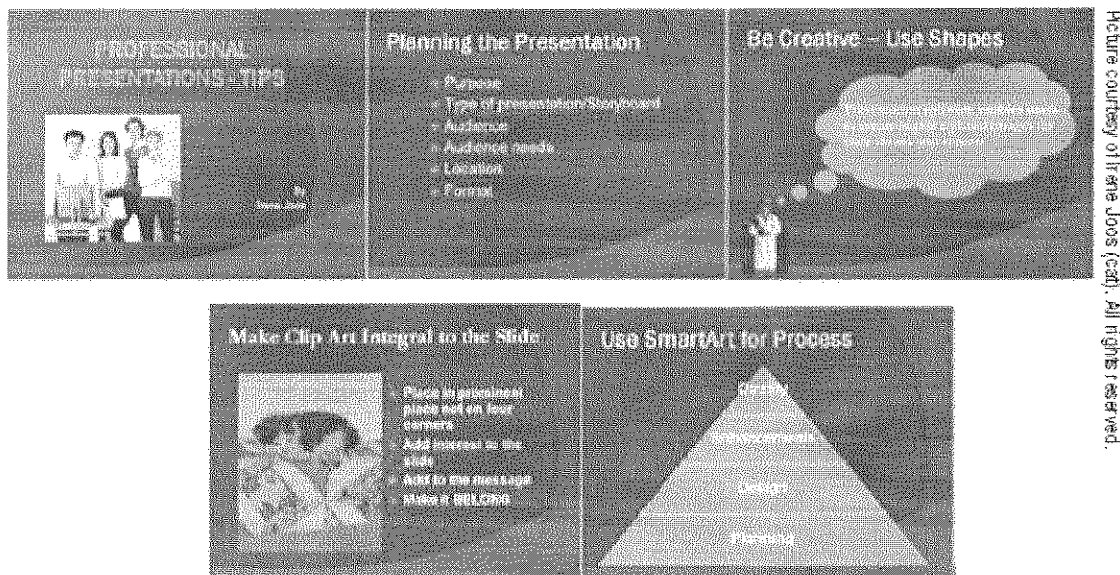
1. Apply a design to a presentation.
2. Create a title slide and edit it by inserting a graphic.
3. Create a bulleted list slide with and without clip art.
4. Edit slides by altering the formatting and placement of objects.
5. Insert and adjust clip art from the clip organizer and from Office.com
6. Enhance the slides.
7. Save the presentation.

Activity

1. Create the title slide and apply a design.
 - a. Start **PowerPoint**.
 - b. Click the **Design**  tab.
 - c. Scroll until you find **Technic** design and click it.
 - d. Click the **title text placeholder** (this means click the words Click to add title) and type **Professional Presentations – Tips**.
 - e. Click the **subtitle text placeholder**. Type **your name**.
2. Edit the title slide.

Sometimes the placeholders and text need to be altered or moved to fit your style.

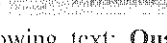
 - a. Click the **title placeholder** and move the mouse over the border of the placeholder until the four-headed cursor appears. Drag the title **placeholder 1 inch from the top**. (Turn on your rulers in the View tab.) Click the **Home** tab and the **center alignment**  icon.
 - b. Move the **subtitle placeholder** 2 inches from the bottom following the same directions as above. Click **inside the subtitle placeholder** before your name and type **By** and press the **Enter** key.
 - c. Click the **Insert**  tab and **Clip Art**  icon. In the Clip Art task pane on the right type people in the search box and press **Enter**. Scroll down until you find an image that you feel represents a presentation. Click the **selected clip art**. Move the clip art to the left side of the slide. See **Figure 6-27** as an example of a finished exercise.



Picture courtesy of Irene Joos (cat). All rights reserved.

Figure 6-27 Finished Presentation Exercise 1

3. Create a bulleted list slide.

- a. Click the **New Slide**  icon on the Home tab, Slides group.
- b. Click **title placeholder** and type **Planning the Presentation**.
- c. Click the **Click to add text** placeholder and type the following items pressing **Enter** after each but the last one: **Purpose, Type of Presentation, Audience, Audience needs, Location, and Format**.
4. Edit the bulleted list.
 - a. Click the **text placeholder border**.
 - b. Drag the text placeholder to the right so the bullets are 1.5 to 2 inches from the left side of the slide.
5. Insert a shape, add clip art, and text.
 - a. Click the **New Slide**  icon on the Home tab, Slides group.
 - b. Click the **Layout**  icon on the Home tab, Slides group and click **Title Only** layout.
 - c. Click the **title placeholder** and type **Be Creative – Use Shapes**.
 - d. Click the **Insert** tab and click the **Shapes**  icon in the Illustrations group. Select the **Cloud Callout** in the Callouts group (fourth from the left). Starting at the lower left of the slide, drag to the upper right. Click the yellow diamond  on the bottom of the cloud and drag to the left.
 - e. On the Insert tab, Text group, click **Text Box**  icon. Click in the cloud and type **Presentation software enables users to create highly stylized images for slide shows and reports**. Click the text box border and change the font to **Garamond, 28 points, shadow and bold**.
 - f. On the Insert tab, click **Clip Art**  icon, type **person** in the search box and press **Enter**. Select an appropriate image and click it. Click the image and drag the sizing handles until it is about 1 to 2 inches in size. Move the image to the bottom left of the slide. (See Figure 6-27.)
6. Insert a mixed slide.
 - a. Click the **New Slide**  icon on the Home tab, Slides group.
 - b. Click the **Layout**  icon on the Home tab, Slides group and click **Two Content** layout.
 - c. Click the **title placeholder** and type **Make Clip Art Integral to the Slide**.
 - d. Click the left Content placeholder **Clip Art**  icon. Type **funny** in the clip art search box and press **Enter**. Click any image.
 - e. Click in the **Right Content placeholder** and type: **Place in prominent place not on four corners** and press **Enter**. **Add interest to the slide** and press **Enter**. **Add to the message** and press **Enter**. **Make it BELONG**.
 - f. Center the bulleted list between the top and bottom of the image.
7. Insert an AutoShape.
 - a. Click the **New Slide**  icon on the Home tab, Slides group.
 - b. Click the **Slide Layout**  icon on the Home tab, Slides group and click **Title and Content** layout.
 - c. Click the **title placeholder** and type **Use SmartArt for Process**.
 - d. Click the **SmartArt Graphics**  icon in the content placeholder.
 - e. Select **Pyramid**  and the **first one** on the left.
 - f. Type the following text: **Quality** and press **Enter**. **Enhancements** and press **Enter**. **Design** and press **Enter**. **Planning**
 - g. Make any **font** (such as bold and shadow) and **size** adjustments.
8. Save the presentation.
 - a. Click the **Save** button on the Quick Access Toolbar or click **File, Save**.
 - b. Click the **location** to save the file on the left side of the window (such as a USB storage device) and type **Chap6-Exercise1-LastName**.
 - c. Click the **Save** button.

9. After looking at slide 5, you decide a better approach than the pyramid might be another SmartArt option that shows the information as a cycle. Add a sixth slide using one of the cycle options. Save the presentation. Now examine whether slide 5 or 6 represents the information better. Explain your rationale.

EXERCISE 2 How Do I Use a Picture and Print Handouts?

Objectives

1. Import a picture and add it to a slide.
2. Use both a picture and clip art on a slide.
3. Add speaker notes.
4. Print handouts with speaker notes.

Activity

1. Import a picture to a slide.
 - a. Open PowerPoint to a new presentation.
 - b. Click the words **Click to add title** and type **My School**.
 - c. Click the words **Click to add subtitle** and type **By** and press **Enter**. Type **your name**.
 - d. Click the **Design** tab and click the **Aspect** theme.
 - e. Click the **New Slide** button on the Home tab and select the **Picture with Caption** layout.
 - f. Click the **Picture** icon in the content placeholder.
 - g. Select the **Storage Device** and a folder where you placed the .jpg picture. If you don't have a picture of your school, take one and upload it to your storage device. Click the **picture** and click **Insert** button.
 - h. Click the words **Click to add title** and type the **College Name**.
 - i. In the right side of the slide, click the words **Click to add text** and type a **caption** for the picture. This could name the building, describe what is offered in the building, or describe the location of the picture.

NOTE: Make sure you have permission to use a picture you didn't take.

2. Add a picture and clip art to a slide.

- a. Click the **New Slide** icon on the Home tab and select the **Picture with Caption** layout.
- b. Click the **Layout** icon on the Home tab and click **Title only**.
- c. Click the **title placeholder** and type **Location of My School**.
- d. On the **Insert** tab, click the **Clip Art** icon. Type the name of your **state** (or country) in the search for box and press **Enter**. Click the **clip art** of the name of your country).
- e. Size the image by **dragging the corners** so that the image is about 4 inches. Move the image to the **bottom left** of the slide.
- f. Click the **Text Box** icon on the **Insert** tab, **Text** group. Click and drag the **textbox placeholder** in the approximate location of your picture. Type an **X**. If needed, enlarge the **X**.
- g. Now, insert another picture. On the **Insert** tab, click **Picture**, **locate picture**, and click **Insert** of your school or the city in which the school resides. Move the picture to the top right of the slide.
- h. Click the **picture** and click the **Format** tab under the **Picture Tools** tab open.
- i. Click the **Picture Styles** icon in the pictures styles group. Click **Bevel Rectangle** option.
- j. Click the **Insert** tab. Click the **Line** icon and draw a line from the **X** to the picture. (See Figure 6-29).
- k. Save the file. Select a **location** for the file and name the presentation **Chap6-Exercise2** (your name).

3. Add speaker notes.

- a. Click **Slide 1** to make it the active slide.
- b. At the bottom of the slide click the words **Click to add notes**.
- c. Type **Hi and Welcome to my presentation about NAME OF SCHOOL. My name is (TYPE YOUR NAME) and something about yourself**.