

14. On Slide 8, convert the numbered list to a SmartArt diagram, which is a List type of diagram. In the Text pane, click before "Confidentiality" then press the Tab key to make it a subitem under "Fill out paperwork." Change "Work personnel forms" to a second subitem under "Fill out paperwork."
15. Delete Slide 5 ("Our Facility"). Move Slide 4 ("Our Employees") so it becomes Slide 6.
16. Check the spelling in the presentation, and then read the text in the presentation carefully. On Slide 3 ("What Do We Provide?"), change the incorrect word "sight" to **site**.
17. Save the changes to the presentation, view the slide show in Presenter view, and then print the title slide as a full page slide, print Slides 2–7 as a handout using the 6 Slides Horizontal arrangement, and print Slide 3 as a notes page.

Case Problem 2

Data Files needed for this Case Problem: Olympiad.pptx, Tangrams.jpg, Winner.jpg

Chandler, AZ School District Manuel Resendez is the Director of Science Curriculum Development for the Chandler, Arizona school district. One of his responsibilities is to organize an annual district-wide Math and Science Olympiad, during which school children in grades 4 through 6 can demonstrate their skills in math and science. To make sure that the teachers, coaches, parents, and volunteers at the Olympiad understand the purpose of the event and the activities the students will be doing, he plans to visit each school and give a presentation to those involved. He created a PowerPoint presentation with text describing the event, and he asks you to finish it by inserting photos from the previous year's event. Complete the following steps:

1. Open the file named **Olympiad**, located in the PowerPoint1 ► Case2 folder included with your Data Files, and then save it as **Math-Science Olympiad** to the drive and folder where you are storing your files. Add your name as the subtitle on Slide 1.
2. Apply the Frame theme. Change the variant to the third variant.
3. Evaluate the problem that the theme change caused on the title slide and fix it.
4. On Slide 3, in the first item in the bulleted list, move "9:00 a.m. to 8:00 p.m." to a new line below the first line starting with "When" without creating a new bulleted item. Do the same with "180 S. Arizona Ave." in the second item.
5. Move Slide 4 ("Rules") so it becomes Slide 10.
6. On Slide 10 ("Rules"), change the bulleted list to a numbered list. Add as a new item 4 **Only event administrators allowed on the contest floor**. Change the size of the text in the numbered list to 28 points.

7. Change the layout of Slide 9 ("Tangrams") to Two Content, and then insert the photo **Tangrams**, located in the PowerPoint1 ► Case2 folder, in the content placeholder. Increase the size of the picture, maintaining the aspect ratio, and reposition it so it better fills the space on the right.
8. Change the layout of Slide 11 ("Awards") to Two Content, and then insert the photo **Winner**, located in the PowerPoint1 ► Case2 folder, in the content placeholder.
- ⚙️ **Troubleshoot** 9. One of the slides contains information that should be explained orally rather than presented as a list. Review the presentation to identify this slide and change that information to a speaker note on that slide. Make any other adjustments necessary to make this an effective slide.
- ⚙️ **Troubleshoot** 10. Review the presentation to identify the slide that contains information that is repeated in the presentation and delete that slide.
- ⚙️ **Troubleshoot** 11. Consider how changing the theme in Step 2 affected the readability of the lists on the slides. Make the appropriate changes to the slides.
12. Compress all the photos in the presentation to 96 ppi, check the spelling in the presentation, and then save the changes. (*Hint: If the E-mail (96 ppi) option in the Compress Pictures dialog box is gray and not available, close the dialog box, select a different picture, and try again.*)
13. View the slide show in Presenter view, zooming in on the pictures of the different events.
14. Print the title slide as a full page slide in grayscale. Print Slides 1–3 and Slides 5–10 as an outline by typing **1-3, 5-10** in the Slides box.

No Fill and change the outline to No Outline).

11. In the second rectangle, type **See You at the Theater!**. Change the font to Broadway (Headings) and change the font size to 44 points. (If the font color is not White, or if you can't see the text, click the border of the rectangle to select the entire shape, and then change the font color to White.)
12. On Slide 8, animate the text box using the entrance animation Grow & Turn. Set its duration to .50 seconds, set its start timing to After previous, and set a delay of one second.
13. Apply the Drape transition to all the slides using the default Left effect. Then apply the Curtains transition to only Slides 1 and 8. On Slide 8, change the duration of the transition to two seconds.
14. Save your changes, and then watch the slide show in Slide Show view. Remember to wait for the video on Slide 6 ("Recent Summer Performance") to start automatically, and, after the transition to Slide 8, wait for the text box to animate automatically.

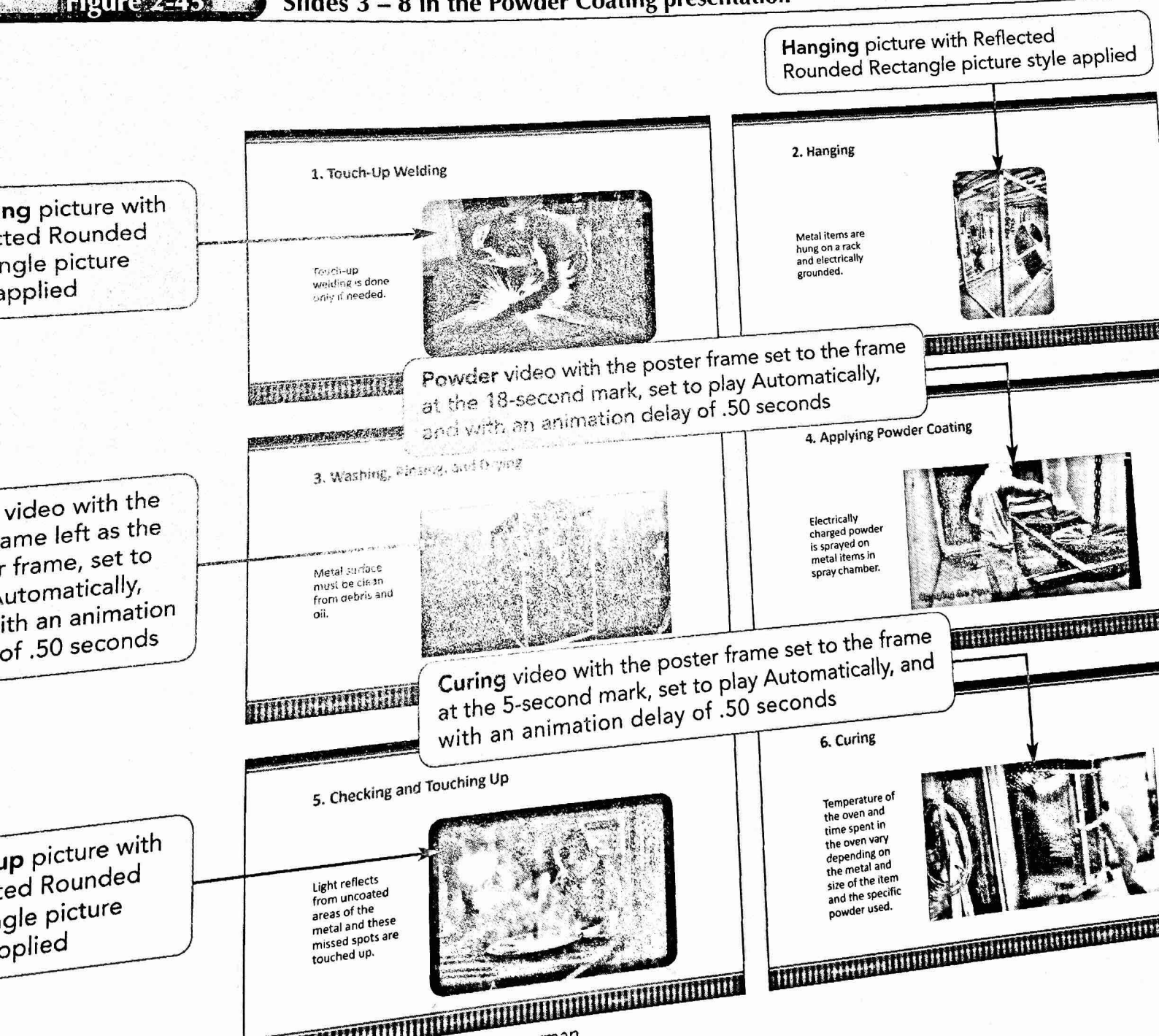
Case Problem 2

Data Files needed for this Case Problem: Coating.pptx, Curing.mp4, Hanging.jpg, Powder.mp4, Touchup.jpg, Wash.mp4, Welding.jpg

Powder Coating Power Plus Yung Hoang owns Powder Coating Power Plus, a company that uses a process called powder coating to paint metal surfaces. Powder coating results in a high-quality painted metal surface because it bonds with the metal instead of sitting on top of it. His company paints items such as exhaust fans, intake vents, pipes, and bike frames. Potential clients want to know the advantages and the process of powder coating, so Yung decided to create a PowerPoint presentation to provide this information and approximate costs. He started with the Project planning overview presentation template from Office.com and added a custom layout. Complete the following steps:

1. Open the presentation **Coating**, located in the PowerPoint2 ► Case2 folder included with your Data Files, add your name as the subtitle, and then save the presentation as **Powder Coating** to the drive and folder where you are storing your files.
2. Change the layout of Slides 3 through 8 to the custom layout Two Content Modified.
3. Refer to Figure 2-45 and insert the pictures and video as shown on Slides 3 through 8. All the files are located in the PowerPoint2 ► Case2 folder. Note that none of the videos in the presentation have sound.

Figure 2-45 Slides 3 – 8 in the Powder Coating presentation



4. Compress all the photos to 96 ppi, and compress the media to Low Quality.
5. On Slide 2 ("Why Is Powder Coating Better Than Paint?"), animate the bulleted list to Wipe with the From Top effect.
6. On Slide 9 ("Procedures and Costs"), create the table shown in Figure 2-46, and apply the formatting as described in the figure.

Figure 2-46 Table on Slide 9 in the Power Coating presentation

Style 3 table no banded all the text to 24 points

column width of the column just fits widest entry, text centered horizontally

column width just fits widest entry

text in the first row is centered horizontally and vertically; cells filled with Gray-50%, Accent 6, Lighter 40%

column resized so that column heading just fits on two lines; text centered horizontally

column width of the last column just fits widest entry, text right-aligned horizontally

Step	Description	Time Required (in minutes)	Typical Cost
1	Touch-up welding	20	\$50
2	Hanging	30	\$80
3	Pre-treatment	30	\$70
4	Spraying	30	\$150
5	Checking and touchup	20	\$40
6	Curing	60	\$80

7. Apply the Fade transition to Slides 1 through 3 and Slides 9 and 10. Apply the Conveyor transition to Slides 4 through 8.
8. Add **Powder Coating Power Plus** as a footer on all slides except the title slide, and display the current date to be updated automatically on all slides except the title slide. On the notes and handouts, display the current date to be updated automatically, and add your name as a header.
9. Save your changes, and then view the slide show. The videos on Slide 5 ("3. Washing, Rinsing, and Drying"), Slide 6 ("Applying Powder Coating"), and Slide 8 ("6. Curing") should play automatically one-half second after the slide appears in the slide show.