

Knowledge Assessment

Fill in the Blanks

Complete the following sentences by writing the correct word or words in the blanks provided.

1. By default, the Notes Pane appears at the _____ of the editing screen.
2. Title slides contain _____ text boxes by default.
3. Pressing _____ will run the presentation starting with the current slide.
4. To insert a new slide into your presentation, press _____.
5. Along with the Template Gallery, the launch screen shows a list of _____ documents.
6. Responsive guidelines are enabled with the _____ command.
7. Pointer, zoom, and annotation tools are available in the _____ View.
8. Theme variants differ in terms of their _____.
9. Slide numbers are inserted with the _____ command.
10. Empty text boxes display _____ which won't print on the final document output.

True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. Widescreen slides are no longer supported in PowerPoint 2013.
- T F 2. Selecting two images at once and applying an animation will animate first one, then the other.
- T F 3. PowerPoint is a WYSIWYG document editor.
- T F 4. The Change Case command increases or decreases the indent level of bulleted text.
- T F 5. The Pictures content control brings up a text box for Bing image search.
- T F 6. Most built-in PowerPoint templates open with a title slide.
- T F 7. Presenter View is another name for Slide Show View.
- T F 8. By default, animations begin five seconds after their slide displays.
- T F 9. Transitions are actually specialized full-slide animations listed in the Animations Gallery.
- T F 10. Grouped slides can be named for ease of editing and search, or assignment to collaborators.

Competency Assessment

Project 1-1: Using PowerPoint Templates

Here you'll practice picking templates and switching themes.

1. Launch Powerpoint. At the launch screen, click the search box and search for business wireframe building.
2. Select the template that appears in the gallery and create a new document with the template. The presentation template will download.
3. When the document opens, select slide 1. Change the words Title Layout to First Presentation Project.

Note that the text is laid out in all caps no matter what capitalization you apply.

4. Change the subtitle to *Building Wireframe Template*.
5. Open the Themes gallery in the Design tab and mouse over several themes. Select one you like.
Note that the wireframe template's theme is not available from the Themes gallery.
6. Click the Undo button or press **Ctrl+Z** until the building wireframe template is restored.
7. Press **Ctrl+W** to close the document. When prompted, save your file as *project_1-1_wireframe*.

Project 1-2: Editing Slide Text

In this exercise you'll add and edit some slide text.

1. Open the project file 1-2-source. Save your document as *project_1-2_text_edit*.
2. Select slide 2. Click each text item in turn and change the slide's text to:
SAMPLE BULLETED LIST
First claim
Supporting evidence
Second claim
3. Click the second bullet point, then click **Home > Paragraph > Increase List Level** to indent it one level.
The text of the "supporting evidence" line will resize to reflect its new list level.
4. Change slide 3's title to *Infographic*.
5. Reselect slide 2. Click **Insert > Text Box** and click to place a text box in the lower right quadrant of the slide.
6. Type *Quotation or anecdote* in the text box and italicize the new text.
7. Save and close your document.

Proficiency Assessment

Project 1-3: Sorting and Presenting Slides

Here you'll work on grouping slides in the Slide Sorter.

1. Open the project file 1-3-source. Save your document as *project_1-3_sorting*.
2. Open the Slide Sorter.
3. Select slides 7-11, right click, and choose **Hide Slide**.
4. Select slides 1-3 and right click to create a new section. Then right click its section name and rename it **Main Content**.
5. Create two more sections: 4-6 (**Supporting**) and 7-11 (**Other**).
6. Collapse the section **Other**.
7. Press **F5** to run the presentation; click each slide to move through to the next. Note which slides are excluded.
8. Select the **Supporting** section and give it the **Ion Boardroom** theme, orange variant.
9. Save and close your document.

Competency Assessment

Project 2-1: Outlining

In this exercise you'll create a reference of the various command groups in the Ribbon.

1. Launch PowerPoint and create a new blank presentation.
2. Save your document as `project_2-1_outline`.
3. Open the outliner (**View > Outline View**) and click in the outline pane next to the orange box indicating slide 1.
4. Create an outline with each slide's title corresponding to a Ribbon tab.
5. For each slide, add bullets (one level down) for that tab's Ribbon command groups.
6. Insert a new title slide, and change the "File" slide's layout to **Title and Content**.
6. View the presentation in Normal and Slide Show views.
7. Save and close your document.

Project 2-2: Visual Elements

Here you'll alter several slide elements and add appropriate images.

1. Open the project file 2-2-source. Save your document as `project_2-2_visuals`.
2. Set the title of the presentation to **Ribbon Reference**, and its subtitle to **Lesson 2**.
3. Assign a document theme from the Themes gallery.
4. Change all non-title slides' layouts to **Content with Caption**.
5. Move each slide's caption text to the caption box beneath its title, rather than the main content box where it presently resides.
6. In each slide's content box, insert an image related to its Ribbon tab (e.g., a file cabinet for the File tab).
7. Save and close your document.

Proficiency Assessment

Project 2-3: Notes Pages

In this exercise you'll create and format Notes Pages for a slide deck.

1. Open the project file 2-3-source. Save your document as `project_2-3_notes`.
2. Expand the Notes Pane at the bottom of the editing area, to make room for a few lines of typed notes.
3. On each slide, type a brief description of what the tools on that Ribbon tab do (in general; no need to go command-by-command).
4. Select **View > Notes Master**. Click **Check Out**.
5. Select the top-level notes text ("Click to edit master text styles") and change it to 20pt text in any font you like.
6. Click **Notes Master > Close Master View**, then select Notes Page view to see the new large notes page text.
7. Close and save your document.

Competency Assessment

Project 3-1: Text Boxes

This exercise involves creating a new document from a template and adding/editing several text boxes.

1. Launch PowerPoint and create a new presentation using the Berlin template. Save your document as `project_3-1_textbox`.
2. Fill in **Text Box Test** (title) and **Lesson 3** (subtitle) on the title slide.
3. Add a blank slide, and add a text box to it. Add two paragraphs of text to the text box.
4. Experiment with resizing the text box to change the word wrapping. Open the Format Pane (right click text box) and adjust the AutoFit options in its Text Options > Text Box tab.
5. Experiment with multi-column text and turning off text wrap entirely (Text Options > Text Box > Wrap text in shape).
Note the efficient use of space in a two-column format.
6. Experiment with adding text boxes in other shapes and proportions to the slide deck. Alter the backgrounds of your text boxes with **Format Shape > Shape Options > Fill** commands.
7. When you're comfortable with the text box editing controls, save and close your document.

Project 3-2: WordArt and Text Style

Here you'll try out several Style Options for newly-created WordArt.

1. Open the project file 3-2-source. Save your document as `project_3-2_wordart`.
2. Add a new slide with layout Title and Content, entitled WordArt Samples.
3. Add five lines of bulleted text (varying bullet levels) to slide 4's text area.
4. Select the final bulleted line and apply a WordArt Style (Drawing Tools > Format > WordArt Styles gallery) to the text. Try out several different WordArt Styles for the five lines of text.
Note that WordArt Styles are character-level formatting – several styles can be applied to a single line of text.
5. Select the slide title and manually choose Text Fill, Text Outline, and Text Effects options (Drawing Tools > Format), along with a Shape Style for the slide title's text box.
6. Feel free to experiment further with these tools. When you're finished, save and close your document.

Proficiency Assessment

Project 3-3: The Format Pane

In this exercise you'll tweak the formatting options in PowerPoint's Format Pane.

1. Open the project file 3-3-source. Save your document as `project_3-3_format_pane`.
2. Add a new slide. Open the Format Background Pane.
3. Switch to a Picture/Texture fill. Open the Picture Corrections tab of the Format Pane and choose the Brightness -40%/Contrast +40% preset.