

## Competency Assessment

### Project 4-1: Adding SmartArt to a Slide

In this exercise you'll insert SmartArt graphics into several presentation slides.

1. Open the exercise file 4-1-source. Save your document as `project_4-1_smartart`.
2. Select slide 3 of the Northwind "Interoffice Mtg" presentation. Click somewhere in the bulleted list and choose `Format > Paragraph > Convert to SmartArt`. Select the org chart.
3. In the text pane, indent all the lines below "Cameo."  
The SmartArt automatically updates to reflect the new bulleted list structure.
4. Right click the flowchart on slide 2 and select `Convert to Text`.
5. Indent lines 3-5, then convert the list to `Basic Timeline SmartArt`.
6. Select several pieces of the SmartArt in turn – the blue dots, arrow, and text pieces – and move them around the screen.
7. Click `SmartArt Tools > Design > Reset Graphic`.
8. Save and close your document.

### Project 4-2: Changing SmartArt Layouts

In this exercise you'll modify pieces of SmartArt in a presentation.

1. Open the project file 4-2-source. Save your document as `project_4-2_changing_smartart`.
2. Select the SmartArt on slide 2. In the `SmartArt Tools > Design` tab, mouse over several entries in the `Layouts` gallery to see the changes the different layouts make to the chart's information.
3. Select the `Circle Process` layout.
4. Right click slide 2 in the slide selection pane and click `Duplicate Slide`. (The duplicate is now slide 3.)
5. On slide 3, select the SmartArt and in the `SmartArt Design` tools tab, click `Reset > Convert > Convert to Shapes`.
6. Rotate the new image 45 degrees counterclockwise.
7. Add a gradient fill to slide 3's background, `Linear gradient`, from bottom left to top right (like the image), color `Orange – Accent 2`.
8. Save and close the document.

## Competency Assessment

### Project 5-1: Adding Images to a Presentation

In this exercise you will search for images online and insert them into a new slide show.

1. Create a new blank presentation and save it as `project_5-1_images`.
2. Add the text *Image Test* (title) and *PPT Lesson 5* (subtitle) to slide 1.
3. Add a new slide (`Ctrl+M`) and in its content area click the *Online Pictures* control.
4. Do a clip art (not Bing image) search for *butterfly on flower*. Insert one of the resulting images.
5. Add a third slide with the same layout; insert online clip art using the search string *orangutan hanging*.
6. Add a new slide, slide 4, with the Blank layout. Click *Insert > Online Pictures* to add a piece of clip art using the search string *safari lion*.  
Note the way PowerPoint lays out the image on blank vs structured slides.
7. Save and close your document.

### Project 5-2: Styling and Cropping Images

This exercise utilizes PowerPoint's image formatting and style tools.

1. Open the exercise file `5-2-source` and save it as `project_5-2_crop`.
2. Select the image on slide 2.
3. Click *Picture Tools > Format > Artistic Effects > Pencil Grayscale*.
4. Select the image on slide 3.
5. Click *Format > Crop*.
6. Drag the sides and top of the cropping frame toward the orangutan in the image, to make a "tightly cropped," tall, thin frame.
7. When you have the crop you want, press `Escape`.
8. Crop the lion image on slide 4 to a tight 3.5"x3.5" square. Apply the *Orange, Accent color 2 Light* color correction and *Reflected Rounded Rectangle* Picture Style.
9. Save and close your document.

## Proficiency Assessment

### Project 5-3: Animating Slide Elements

In this exercise you'll add a couple of animations to slide elements.

1. Open the exercise file `5-3-source` and save it as `project_5-3_animation`.
2. Select the modified butterfly image on slide 2. Apply the *Shape* animation with the *Diamond Effect* Option.
3. Add a *Fade* transition from slide 2 to slide 3 with duration 3 seconds.
4. Select the slide 4 image and click the *Lines* motion path animation.
5. After the preview plays, drag the red destination dot to the upper right of the slide. Then press `Enter`.
6. Preview the slide 4 animation by clicking the *Play Animations* icon next to slide 4 in the slide selector pane.
7. Save and close your document.

### Project 6-4: Adding Ink Annotations to a Presentation

In this exercise you'll add ink annotations to a presentation and save them to the .pptx file.

1. Open the project file *6-x-source* and save it to your working directory as *project\_6-4\_ink*.
2. Run the presentation in Slide Show or Presenter View.
3. In slides 2 and 3, circle the *Consult* and *Ship* steps using the pen tool.
4. On the final slide, circle *Feliks* and place a star next to his name. Keep the annotations when prompted.
5. Rerun the presentation and highlight the title of each slide except the first. Again, keep the annotations when prompted.

Note that slide annotations are additive – the second round won't replace the first.

6. Close and save your document.

## Mastery Assessment

### Project 6-5: Rehearsal Timings

In this exercise you'll use saved rehearsal timings to nail down your presentation delivery.

1. Open the project file *6-x-source* and save it to your working directory as *project\_6-5\_timings*.
2. Use the *Slide Show > Rehearse Timings* command to add slide timings (a few seconds per slide) to the file.
3. When prompted, keep the timings.
4. Run the presentation, making sure *Slide Show > Use Timings* is selected.
5. If you have a microphone, rerun the slide show, recording both narration and ink/laser pen marks. Keep your narration and markup.
6. Save and close your document.

### Project 6-6: Presenting Online

In this exercise you'll deliver a brief presentation using the Office Presentation Service.

1. Open the project file *6-x-source*. Save it as *project\_6-6\_online*.
2. Add a slide with your name and image, and save the document.
3. Set up an online presentation using the Office Presentation Service. Set it up so that remote viewers can download the presentation.
4. Deliver the presentation to your instructor online. When you're finished, close the file.