### To Quit PowerPoint

The project now is complete. The following steps quit PowerPoint. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1. If you have one PowerPoint document open, click the Close button on the right side of the title bar to close the document and quit PowerPoint; or if you have multiple PowerPoint documents open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit PowerPoint.
2. If a Microsoft Office PowerPoint dialog box appears, click the Save button to save any changes made to the document since the last save.

## Chapter Summary

In this chapter you have learned how to apply a document theme, create a title slide and text slides with a bulleted list, clip art, and a photograph, size and move clip art and a photograph, format and edit text, add a slide transition, view the presentation in Slide Show view, and print slides as handouts. The items listed below include all the new PowerPoint skills you have learned in this chapter.

1. Start PowerPoint (PPT 4)
2. Choose a Document Theme (PPT 5)
3. Enter the Presentation Title (PPT 7)
4. Enter the Presentation Subtitle Paragraph (PPT 9)
5. Select a Paragraph (PPT 10)
6. Italicize Text (PPT 11)
7. Increase Font Size (PPT 11)
8. Select a Word (PPT 12)
9. Change the Text Color (PPT 13)
10. Save a Presentation (PPT 14)
11 Add a New Text Slide with a Bulleted List (PPT 14)
12. Enter a Slide Title (PPT 16)
13. Select a Text Placeholder (PPT 16)
14. Type a Multi-Level Bulleted List (PPT 17)
15. Select a Group of Words (PPT 19)
16. Bold Text (PPT 19)
17. Add a Slide with the Title Only Layout (PPT 21)
18. Add a New Slide and Enter a Slide Title and Headings (PPT 23)
19. Move to Another Slide in Normal View (PPT 25)
20. Insert a Clip from the Clip Organizer into the Title Slide (PPT 27)
21. Insert a Clip from the Clip Organizer into a Content Placeholder (PPT 30)
22. Insert a Photograph from the Clip Organizer into a Slide without a Content Placeholder (PPT 32)
23. Resize Clip Art (PPT 33)
24. Move Clips (PPT 36)
25. Duplicate a Slide (PPT 38)
26. Arrange a Slide (PPT 39)
27. Delete Text in a Placeholder (PPT 41)
28. Add a Transition between Slides (PPT 43)
29. Change Document Properties (PPT 46)
30. Save an Existing Presentation with the Same File Name (PPT 47)
31. Start Slide Show View (PPT 47)
32. Move Manually through Slides in a Slide Show (PPT 49)
33. Quit PowerPoint (PPT 50)
34. Open a Document from PowerPoint (PPT 50)
35. Print a Presentation (PPT 51)

SAM

If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instruction and start files.

## Learn It Online

Test your knowledge of chapter content and key terms.

*Instructions:* To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address `scsite.com/ppt2010/learn`. When the PowerPoint 2010 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

### Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

### Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

### Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

### Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

### Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

### Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

## Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

### Modifying Character Formats and Paragraph Levels and Moving a Clip

*Note:* To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

*Instructions:* Start PowerPoint. Open the presentation, Apply 1-1 Flu Season, from the Data Files for Students.

The two slides in the presentation discuss ways to avoid getting or spreading the flu. The document you open is an unformatted presentation. You are to modify the document theme, indent the paragraphs, resize and move the clip art, and format the text so the slides look like Figure 1–77 on the next page.

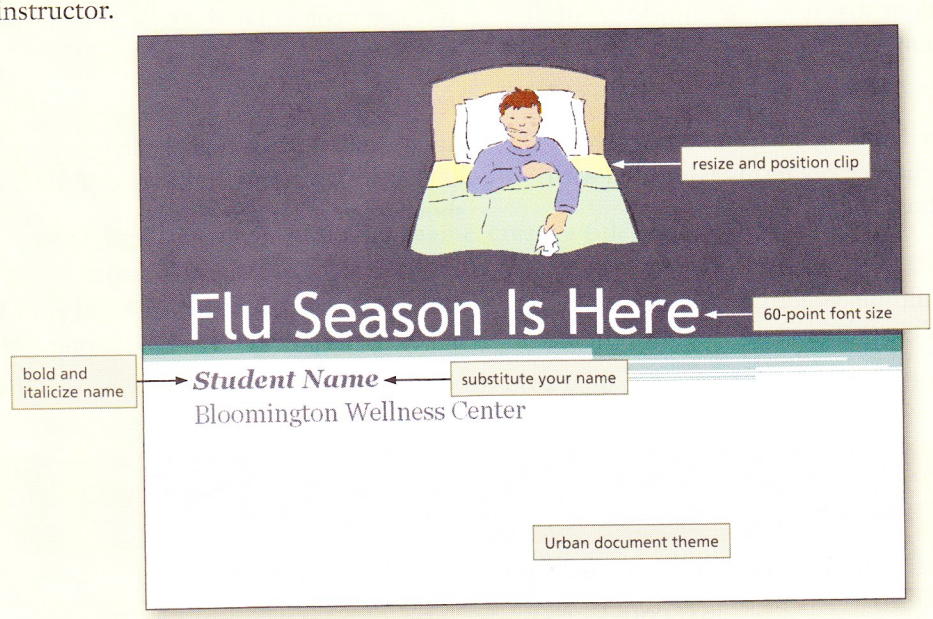
*Continued* >

STUDENT ASSIGNMENTS

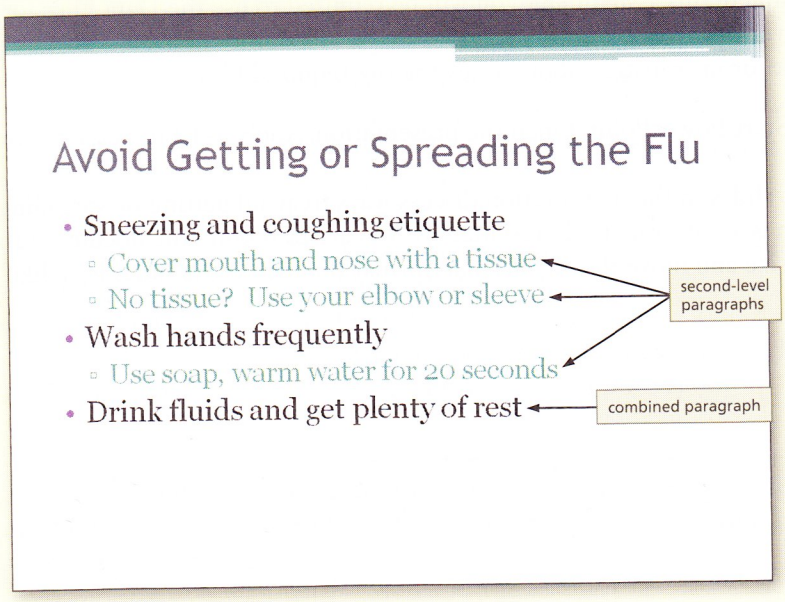
**Apply Your Knowledge** *continued*

*Perform the following tasks:*

1. Change the document theme to Urban. On the title slide, use your name in place of Student Name and bold and italicize your name. Increase the title text font size to 60 point. Resize and position the clip as shown in Figure 1–77a.
2. On Slide 2, increase the indent of the second, third, and fifth paragraphs (Cover mouth and nose with a tissue; No tissue? Use your elbow or sleeve; Use soap, warm water for 20 seconds) to second-level paragraphs. Then combine paragraphs six and seven (Drink fluids; Get plenty of rest) to read, Drink fluids and get plenty of rest, as shown in Figure 1–77b.
3. Change the document properties, as specified by your instructor. Save the presentation using the file name, Apply 1–1 Avoid the Flu. Submit the revised document in the format specified by your instructor.




**(a) Slide 1 (Title Slide with Clip Art)**




**(b) Slide 2 (Multi-Level Bulleted List)**

**Figure 1–77**

# Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

## Changing Slide Theme, Layout, and Text

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start PowerPoint. Open the presentation that you are going to prepare for your dental hygiene class, Extend 1–1 Winning Smile, from the Data Files for Students.

You will choose a theme, format slides, and create a closing slide.

*Perform the following tasks:*

1. Apply an appropriate document theme.
2. On Slide 1, use your name in place of Student Name. Format the text on this slide using techniques you learned in this chapter, such as changing the font size and color and also bolding and italicizing words.
3. On Slide 2, change the slide layout and adjust the paragraph levels so that the lines of text are arranged under two headings: Discount Dental and Dental Insurance (Figure 1–78).
4. On Slide 3, create paragraphs and adjust the paragraph levels to create a bulleted list. Edit the text so that the slide meets the 7 × 7 rule, which states that each line should have a maximum of seven words, and each slide should have a maximum of seven lines.
5. Create an appropriate closing slide using the title slide as a guide.
6. The slides contain a variety of clips downloaded from the Microsoft Clip Organizer. Size and move them when necessary.
7. Apply an appropriate transition to all slides.
8. Change the document properties, as specified by your instructor. Save the presentation using the file name, Extend 1–1 Dental Plans.
9. Submit the revised document in the format specified by your instructor.

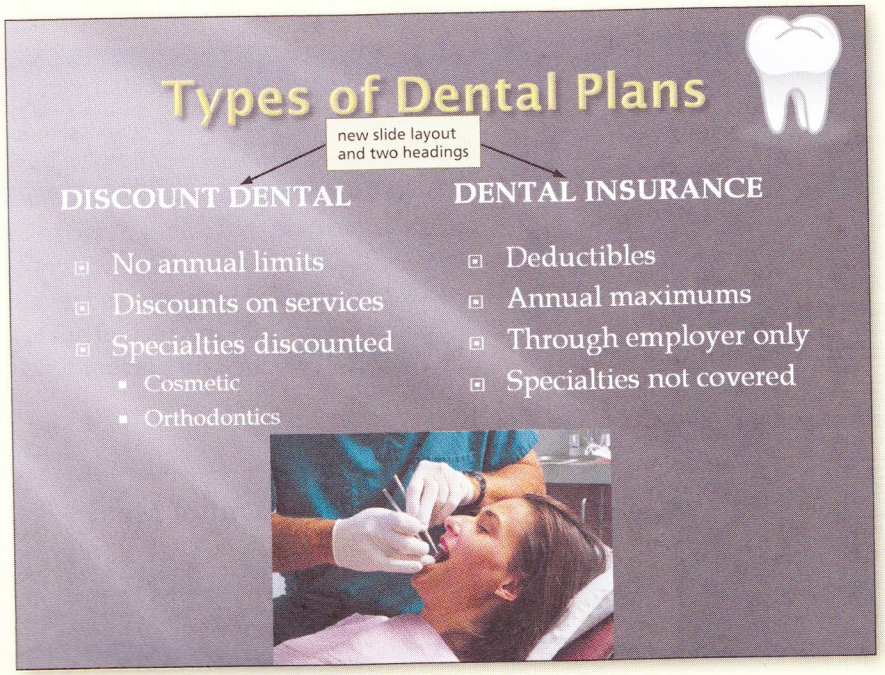



**Figure 1–78**

STUDENT ASSIGNMENTS

# Make It Right

Analyze a presentation and correct all errors and/or improve the design.

## Correcting Formatting and List Levels

*Note:* To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

*Instructions:* Start PowerPoint. Open the presentation, Make It Right 1–1 Air Ducts, from the Data Files for Students.

Members of your homeowners' association are having their semiannual meeting, and each member of the board is required to give a short presentation on the subject of energy savings. You have decided to discuss the energy-saving benefits of maintaining the air ducts in your home. Correct the formatting problems and errors in the presentation while keeping in mind the guidelines presented in this chapter.

*Perform the following tasks:*

1. Change the document theme from Origin, shown in Figure 1–79, to Module.
2. On Slide 1, replace the words, Student Name, with your name. Format your name so that it displays prominently on the slide.
3. Increase the size of the clip on Slide 1 and move it to the upper-right corner.
4. Move Slide 2 to the end of the presentation so that it becomes the new Slide 3.
5. On Slide 2, correct the spelling errors and then increase the font size of the Slide 2 title text, Check Hidden Air Ducts, to 54 point. Increase the size of the clip and move it up to fill the white space on the right of the bulleted list.
6. On Slide 3, correct the spelling errors and then change the font size of the title text, Energy Savings, to 54 point. Increase the indent levels for paragraphs 2 and 4. Increase the size of the clip. Center the furnace clip at the bottom of the slide.
7. Change the document properties, as specified by your instructor. Save the presentation using the file name, Make It Right 1–1 Ducts Presentation.
8. Apply the same transition and duration to all slides.
9. Submit the revised document in the format specified by your instructor.

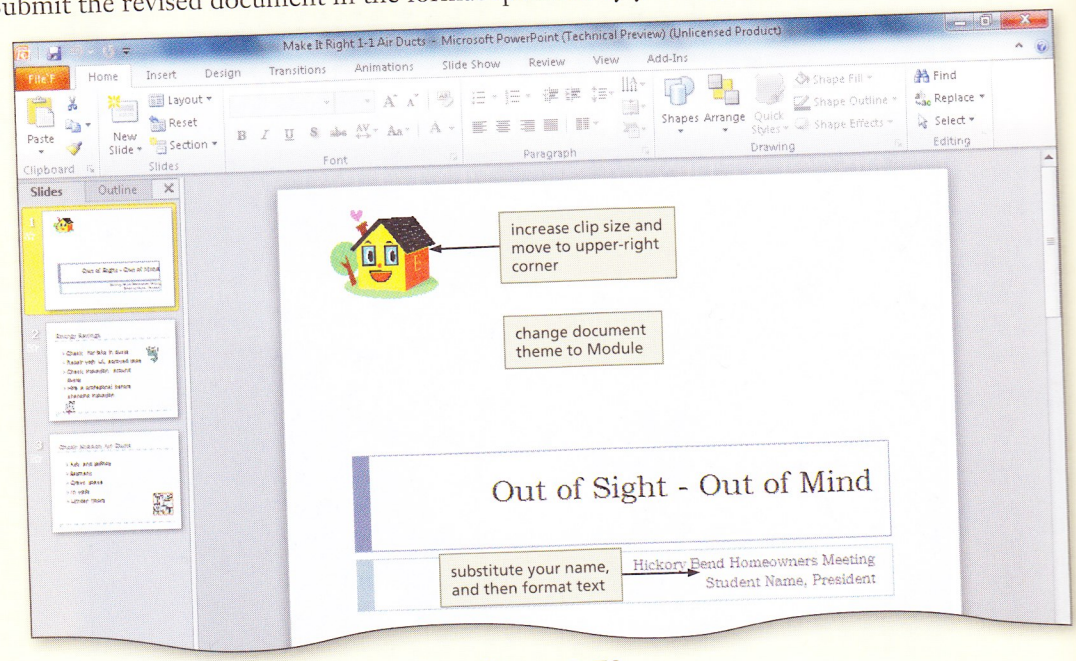



**Figure 1–79**

## In the Lab

SAM

Design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. Labs 1, 2, and 3 are listed in order of increasing difficulty.

### Lab 1: Creating a Presentation with Bulleted Lists, a Closing Slide, and Clips

*Problem:* You are working with upper-level students to host a freshmen orientation seminar. When you attended this seminar, you received some helpful tips on studying for exams. Your contribution to this year's seminar is to prepare a short presentation on study skills. You develop the outline shown in Figure 1–80 and then prepare the PowerPoint presentation shown in Figures 1–81a through 1–81d.

**Hit the Books**
Studying for an Exam
Sarah Jones

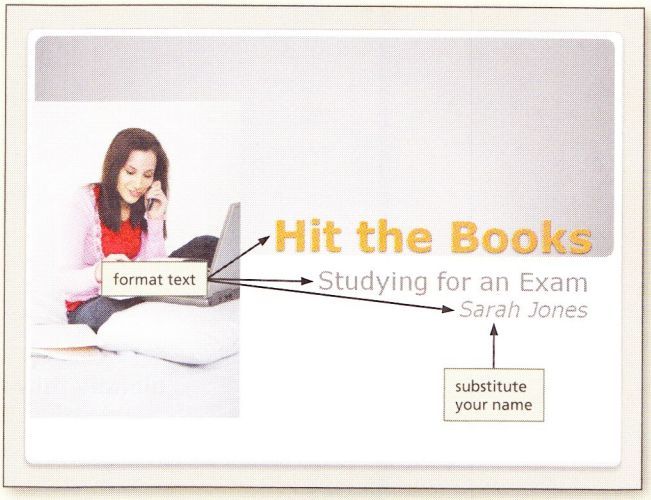
**Prepare in Advance**
- Location
  - Quiet, well-lit
- Timing
  - 15-minute breaks every hour
- Material
  - Quiz yourself

**Exam Time**
- Day of Exam
  - Rest properly
  - Eat a good meal
  - Wear comfy clothes
  - Be early
  - Be confident

**Figure 1–80**

*Perform the following tasks:*

1. Create a new presentation using the Aspect document theme.
2. Using the typed notes illustrated in Figure 1–80, create the title slide shown in Figure 1–81a, using your name in place of Sarah Jones. Italicize your name and increase the font size to 24 point. Increase the font size of the title text paragraph, Hit the Books, to 48 point. Increase the font size of the first paragraph of the subtitle text, Studying for an Exam, to 28 point.



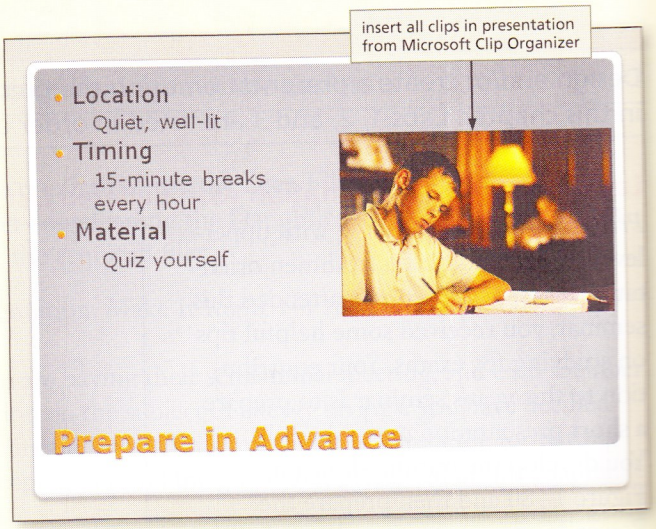

**(a) Slide 1 (Title Slide)**
**Figure 1–81**

*Continued* >

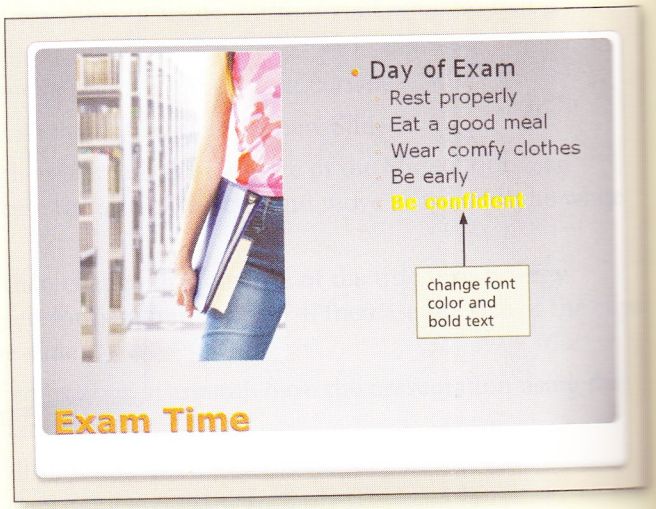
STUDENT ASSIGNMENTS

**In the Lab** *continued*

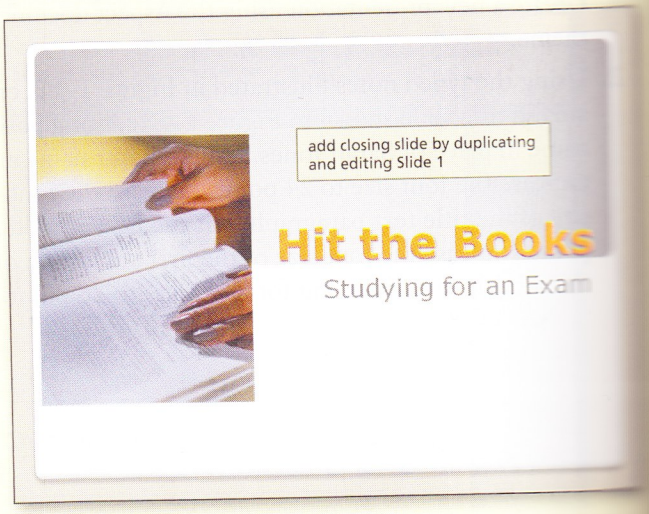
3. Using the typed notes in Figure 1–80, create the two text slides with bulleted lists and find and insert clips from the Microsoft Clip Organizer, as shown in Figures 1–81b and 1–81c.
4. Create a closing slide by duplicating Slide 1, deleting your name, replacing the photograph with the photograph shown in Figure 1–81d, and moving the slide to the end of the presentation.
5. On Slide 3, change the font color of the words, Be confident, to Yellow (fourth color in the Standard Colors row) and then bold this text.
6. Apply the Uncover transition in the Subtle category to all slides. Change the duration to 1.25 seconds.
7. Drag the scroll box to display Slide 1. Click the Slide Show button to start Slide Show view. Then click to display each slide.
8. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1–1 Study Skills.
9. Submit the document in the format specified by your instructor.




**(b) Slide 2**




**(c) Slide 3**




**(d) Slide 4 (Closing Slide)**

**Figure 1–81 (continued)**

## In the Lab

### Task 2: Creating a Presentation with Bulleted Lists and Clips

Problem: Your health class instructor has assigned every student a different vitamin to research. She hands you the outline shown in Figure 1–82 and asks you to create the presentation about Vitamin D shown in Figures 1–83a through 1–83d on pages PPT 62 and PPT 63.

**Vitamin D**

**The Sunshine Vitamin**
Are You D-ficient?
Presented by Jim Warner

**Why Is Vitamin D Important?**
- We need Vitamin D
  - Vital to our bodies
    - Promotes absorption of calcium and magnesium
      - For healthy teeth and bones
    - Maintains calcium and phosphorus in blood

- Daily Requirements
  - How much do we need?
    - Child: 5 mcg (200 IU)
    - Adult: 10-20 mcg (400-600 IU)

**Vitamin D Sources**
- Sunshine
  - Is our primary source
    - Vitamin manufactured by our body after exposure
      - Three times a week
      - For 10-15 minutes
- Foods and Supplements
  - Contained in few foods
    - Some fish liver oils
    - Flesh of fatty fish
  - Fortified products
    - Milk and cereals
  - Available as supplement

**Vitamin D History**
- Research began in 1924
  - Found to prevent rickets
- United States and Canada
  - Instituted policy of fortifying foods with Vitamin D
    - Milk – food of choice
- Other countries
  - Fortified cereal, bread, margarine

**Figure 1–82**

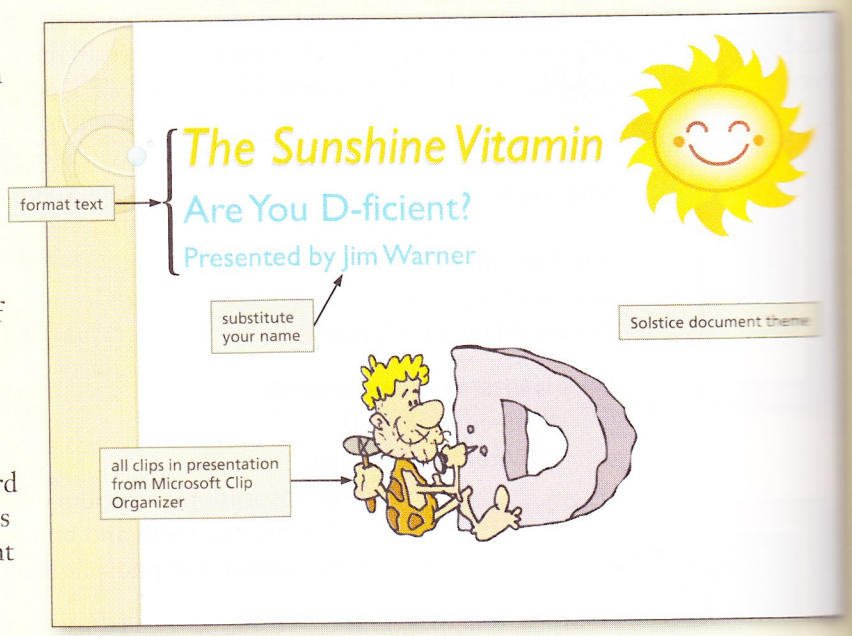
*Continued* >

STUDENT ASSIGNMENTS

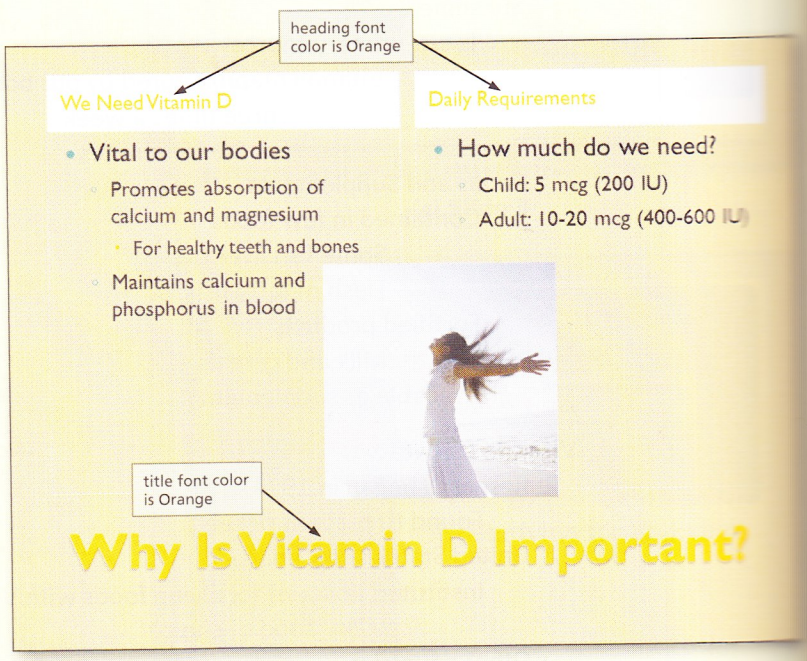
**In the Lab** *continued*

*Perform the following tasks:*

1. Create a new presentation using the Solstice document theme.
2. Using the typed notes illustrated in Figure 1–82, create the title slide shown in Figure 1–83a, using your name in place of Jim Warner. Italicize the title, The Sunshine Vitamin, and increase the font size to 48 point. Change the font size of the first line of the subtitle text, Are You D-ficient?, to 36 point. Change the font color of the title text to Orange (third color in the Standard Colors row) and both lines of the subtitle text to Light Blue (seventh color in the Standard Colors row).
3. Using the typed notes in Figure 1–82, create the three text slides with bulleted lists shown in Figures 1–83b through 1–83d. Change the color of the title text on all slides and the text above the bulleted lists on Slides 2 and 3 to Orange.
4. Add the photographs and clip art shown in Figures 1–83a through 1–83d from the Microsoft Clip Organizer. Adjust the clip sizes when necessary.
5. Apply the Ripple transition in the Exciting category to all slides. Change the duration to 2.00 seconds.
6. Drag the scroll box to display Slide 1. Click the Slide Show button to start Slide Show view. Then click to display each slide.



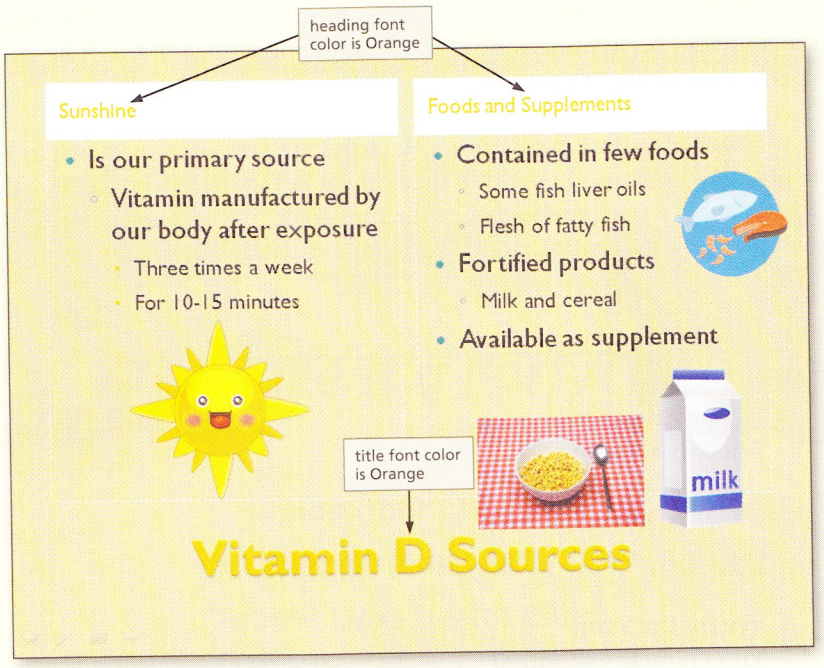

**(a) Slide 1 (Title Slide)**



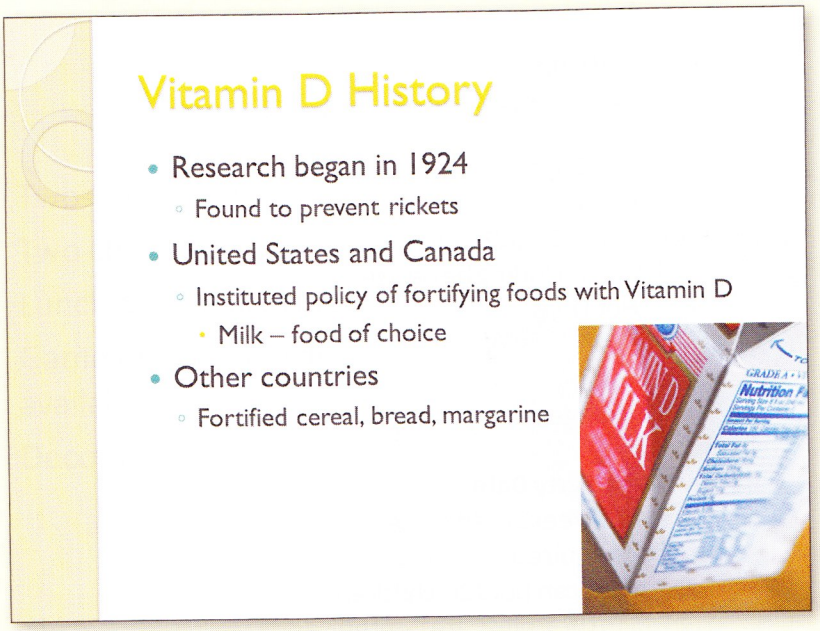

**(b) Slide 2**

**Figure 1–83**

7. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1–2 Vitamin D.
8. Submit the revised document in the format specified by your instructor.




**(c) Slide 3**




**(d) Slide 4**

**Figure 1–83 (continued)**

STUDENT ASSIGNMENTS

## In the Lab

### Lab 3: Creating and Updating Presentations with Clip Art

*Problem:* You are employed part time at your health club, and the Child Care Center director has asked you to put together a presentation for her to use at the next open house. The club has a large playroom that is perfect for children's parties.

*Instructions Part 1:* Using the outline in Figure 1–84, create the presentation shown in Figure 1–85. Use the Office Theme document theme. On the title slide shown in Figure 1–85a, increase the font size of the title paragraph, Make It a Party!, to 48, change the font color to Red, and change the text font style to italic. Decrease the font size of the entire subtitle paragraph to 28, and change the font color to Blue.

**Make It a Party!**
- Host Your Child's
- Next Birthday Party
- at the Oaks Health Club

**We Do the Work**
**You Enjoy the Moment**
- Two-hour party
- Two chaperones
- Lunch & cake provided
- Game or craft activity available
- Decorations

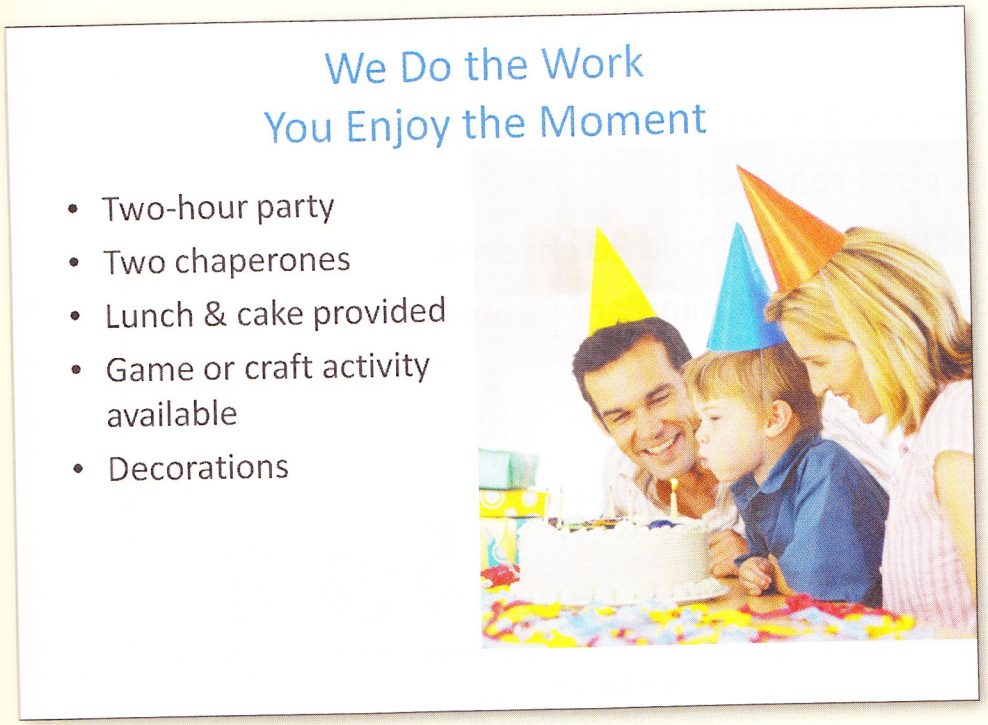
**Two Party Packages**
- Package No. 1 - $8/child
  - Lunch
    - Hot Dogs
    - Pizza
- Package No. 2 - $12/child
  - Lunch including beverage
    - Hot Dogs
    - Pizza
  - Game
  - Craft (age appropriate)

**Reserve Your Party Date**
- Reserve 2 weeks in advance
- Deposit required
- Party room can hold 20 children
- Sign up in the Child Care Center

**Figure 1–84**

Create the three text slides with multi-level bulleted lists, photographs, and clip art shown in Figures 1–85b through 1–85d on the next page. Adjust the clip sizes when necessary. Apply the Vortex transition in the Exciting category to all slides and decrease the duration to 3.00 seconds. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1–3 Your One Child Party.

**(a) Slide 1 (Title Slide)**




**(b) Slide 2**

**Figure 1–85**

*Continued* >

**In the Lab** *continued*

**(c) Slide 3**

**(d) Slide 4**

**Figure 1–85 (continued)**

*Instructions Part 2:* The children's parties have proved to be a great perk for members of the health club. A large group of older adults work out at the club and also meet socially once a month. These members have asked about renting the playroom to hold a retirement party for some of their friends. You decide to modify the children's party presentation to promote retirement parties. Use the outline in Figure 1–86 to modify the presentation created in Part 1 to create the presentation shown in Figure 1–87 on the next page. Required changes are indicated by a yellow highlight.

To begin, save the current presentation with the new file name, Lab 1–3 Part Two Retirement Party. Change the document theme to Flow. On Slide 3, change the pianist's name from Ms. Winn to your name. Apply the Fade transition in the Subtle category to all slides and change the duration speed to 2.25 seconds. View the slide show. Change the document properties, as specified by your instructor. Submit both Part One and Part Two documents in the format specified by your instructor.

**Make It a Party!**
- Host Your .....
- Retirement Party
- at the Oaks Health Club

**We Do the Work**
**You Enjoy the Moment**
- Two-hour party
- .....
- Lunch & cake provided
- .....
- Decorations
- Music

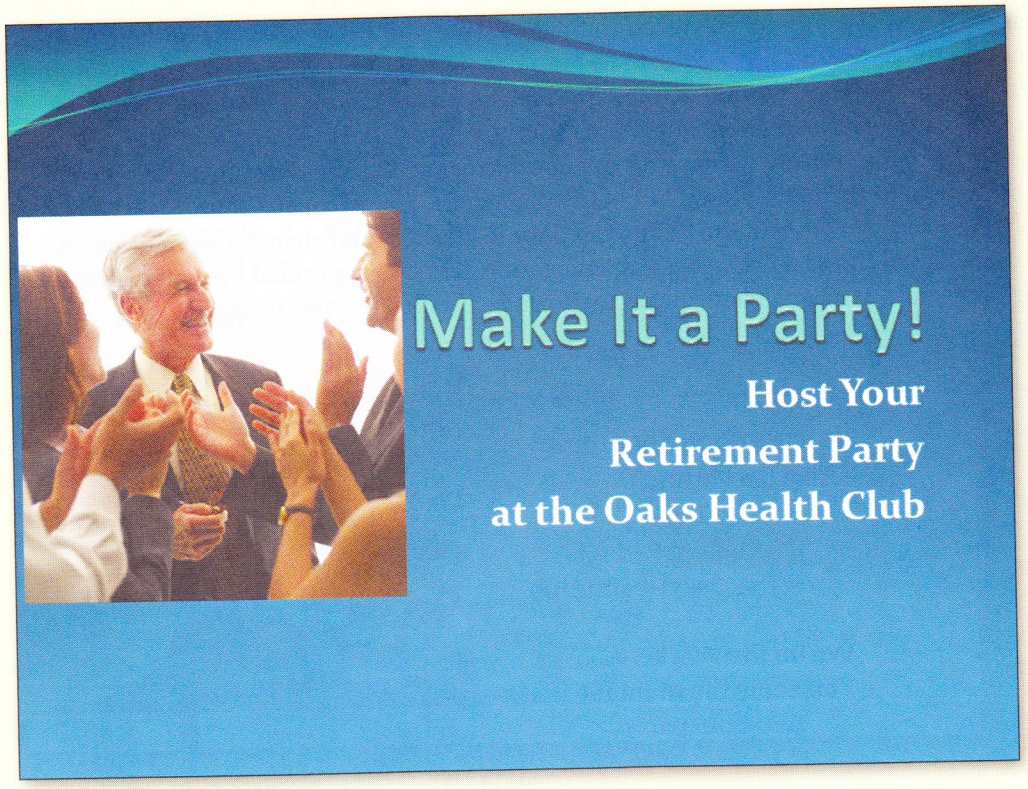
**Two Party Packages**
- Package No. 1 - $9/person
  - Lunch
    - Lasagna
    - Salad & bread
- Package No. 2 - $20/person
  - Lunch including beverage
    - Lasagna
    - Salad & bread
  - Ms. Winn on piano
  - Photo booth

**Reserve Your Party Date**
- Reserve 2 weeks in advance
- Deposit required
- Party room can hold 15 adults
- Sign up at the main desk

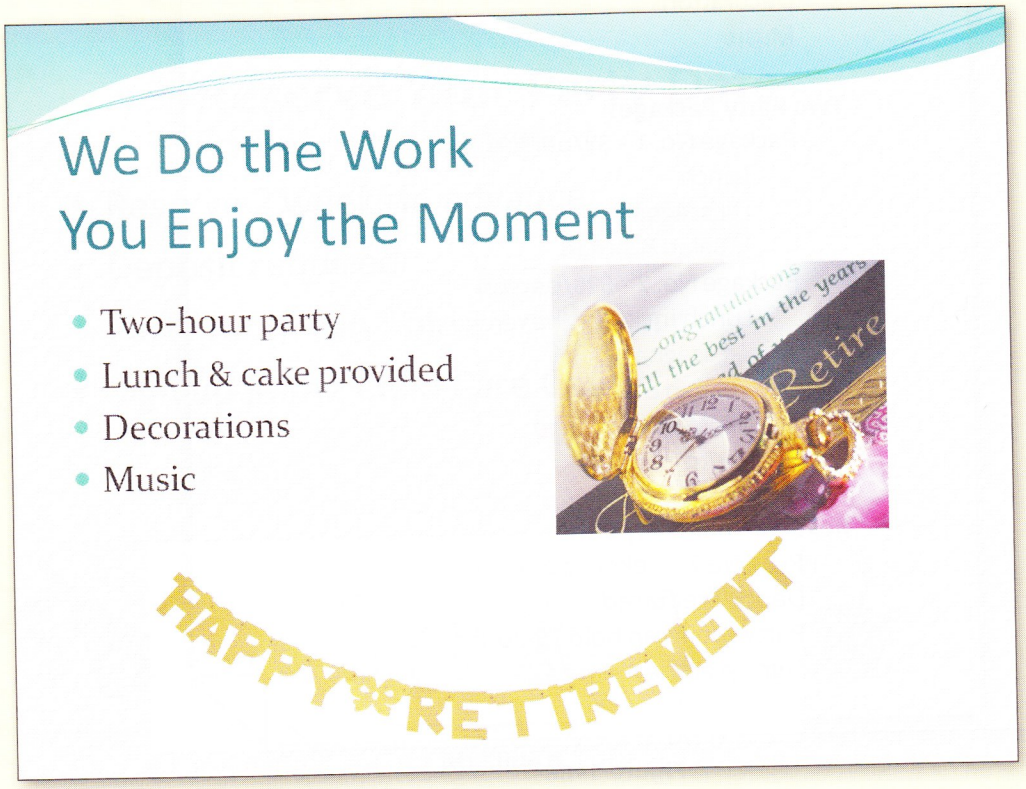
**Figure 1–86**

*Continued* >

**In the Lab** *continued*



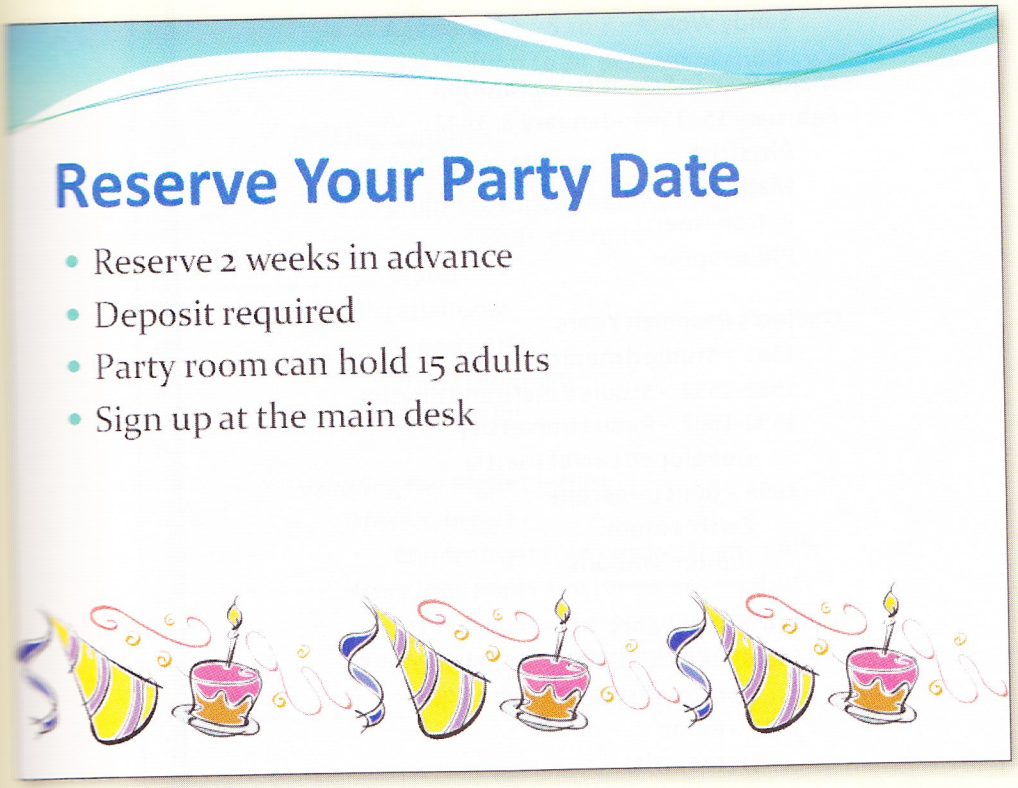

**(a) Slide 1 (Title Slide)**




**(b) Slide 2**

**Figure 1–87**

(c) Slide 3




(d) Slide 4

Figure 1–87 (continued)

STUDENT ASSIGNMENTS

## Cases and Places

Apply your creative thinking and problem-solving skills to design and implement a solution.

*Note:* To complete these assignments, you may be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

As you design the presentations, remember to use the 7 × 7 rule: a maximum of seven words on a line and a maximum of seven lines on one slide.

### 1: Design and Create a Presentation about Galileo

**Academic**

Italian-born Galileo is said to be the father of modern science. After the invention of the telescope by a Dutch eyeglass maker named Hans Lippershey, Galileo made his own telescope and made many discoveries. You decide to prepare a PowerPoint presentation to accompany a speech that is required in your Astronomy class. You create the outline shown in Figure 1–88 about Galileo. Use this outline, along with the concepts and techniques presented in this chapter, to develop and format a slide show with a title slide and three text slides with bulleted lists. Add photographs and clip art from the Microsoft Clip Organizer and apply a transition. Submit your assignment in the format specified by your instructor.

Galileo Galilei
- Father of Modern Science
- Astronomy 201
- Sandy Wendt

Major Role in Scientific Revolution
February 15, 1564 - January 8, 1642
- Physicist
- Mathematician
- Astronomer
- Philosopher

Galileo's Research Years
- 1581 - Studied medicine
- 1589-1592 - Studied math and physics
- 1592-1607 - Padua University
  - Developed Law of Inertia
- 1609 - Built telescope
  - Earth's moon
  - Jupiter's moons

Galileo's Later Years
- Dialogue - Two Chief World Systems
  - Controversy develops
- 1633 - Rome
  - Heresy trial
  - Imprisoned
- 1642 - Dies

**Figure 1–88**

## 2: Design and Create a Presentation Promoting Hiking for Family Fitness

**Personal**

A great way for the entire family to get exercise is by participating in a hiking adventure. Employees at the local forest preserve district near your home have remodeled the nature center, and you have volunteered to give a presentation at the open house to help families plan their hikes. Use the outline shown in Figure 1–89 and then create an accompanying PowerPoint presentation. Use the concepts and techniques presented in this chapter to develop and format this slide show with a title slide, three text slides with bulleted lists, and clip art. Add photographs and clip art from the Microsoft Clip Organizer and apply a transition. Submit your assignment in the format specified by your instructor.

**Take a Hike**
- An Adventure with Kids
- Presented by Joshua Lind
- Pines Nature Center

**Planning the Adventure**
- Trail length – varies by child's age
  - Ages 2 to 4: 1 to 2 miles
  - Ages 5 to 7: 3 to 4 miles
  - Ages 8 to 12: 5 to 7 miles
- Backpack – limit to 20 percent of child's weight

**Packing Supplies**
- Snacks and Drinks
  - Child's favorite healthy foods
    - Fruit and nuts
  - Water
- Miscellaneous
  - Sunscreen
  - Insect repellent
  - First-aid kit

**Wearing the Right Clothes**
- Dress in layers
  - Children get cold quicker than adults
- Wear long pants and long-sleeved shirt
  - Protect against insects and cuts
- Wear a hat and comfortable shoes
  - Keep body warm

**Figure 1–89**

*Continued* >

**Cases and Places** *continued*

## 3: Design and Create a Landscaping Service Presentation

**Professional**

The home and garden center where you work is hosting weekend clinics for customers. The owner asks you to give a presentation about the center's new landscaping division and hands you the outline shown in Figure 1–90. Use the concepts and techniques presented in this chapter to develop and format a PowerPoint presentation with a title slide, three text slides with bulleted lists, and clip art. Add photographs and clip art from the Microsoft Clip Organizer and apply a transition. Submit your assignment in the format specified by your instructor.

Barry's Landscaping Service
Bensenville, Indiana

Full-Service Landscaping
- Initial design
- Installation
- Maintenance

Scope of Services
- Landscape design
- Irrigation
- Lighting
- Lawn-care programs
- Tree/shrub maintenance
- Masonry, carpentry
- Water features

Our Promise to You
- Deliver on-time service
- Provide highest level of workmanship
- Give maximum value for your dollar
- Install high-quality plants and materials
- Respond quickly to your needs

**Figure 1–90**