Review Assignments

Data Files needed for the Review Assignments: Cleared.jpg, Landscape.jpg, NewSign.jpg, NewStairs.jpg, NewTheme.pptx, NewView.mp4, Railings.jpg, Renewed1.pptx, Renewed2.pptx, Wall.jpg

José Quiñones needs to explain the improvements RiverClean™ made to the Riverwalk trail in Lowell, Massachusetts. He decides to create a presentation that will include photos and video of the improved trail. This presentation will show the city council how the money allocated was spent. José also created a new custom theme to highlight the improvements. Complete the following:

1. Open the presentation **Renewed1**, located in the PowerPoint2 > Review folder included with your Data Files, add your name as the subtitle, and then save it as **Renewed Riverwalk** to the drive and folder where you are storing your files.

2. Apply the theme from the presentation **NewTheme**, located in the PowerPoint2 > Review folder.

3. Change the layout of Slide 4 ("Projects") and Slide 6 ("New Views of the River from the Trail") to the Photo Title and Content layout, and change the layout of Slide 5 ("Views of the Trail") to the Four Content layout.

4. On Slide 5 ("Views of the Trail"), in the top, empty content placeholder, insert the photo **Landscape**, located in the PowerPoint2 > Review folder. In the bottom, empty content placeholder, insert the photo **NewStairs**, also located in the PowerPoint2 > Review folder. Apply the Drop Shadow Rectangle style to the four pictures.

5. On Slide 5, add a Right Arrow shape anywhere on the slide. Type **Improved visibility** in the arrow, and then lengthen the arrow until the text you typed just fits on one line.

6. Change the shape style of the arrow to the Subtle Effect – Orange, Accent 1 style. Then change the outline of the arrow to the Red, Accent 2 color.

7. Make three copies of the arrow. Delete the text in one of the copies, and then type **Debris and brush cleared**. Resize this arrow so that the new text just fits on one line. Delete the text in another copy, and then type **Path set back to prevent more erosion**. Resize this copy so that the new text just fits on one line. Delete the text in the last copy, and then type **New stairs**.

8. Flip the "Path set back to prevent more erosion" and the "New stairs" arrows horizontally.

9. Position the "Improved visibility" arrow so it points to the top-left picture about one-half inch from the top of the photo and so its straight end is aligned with the left edge of the slide. Position the "Debris and brush cleared" arrow so it points to the bottom-left picture about one-half inch from the bottom of that photo and so its straight end is aligned with the left edge of the slide.

10. Position the "Path set back to prevent more erosion" arrow so it points to the top-right picture with its straight end aligned with the right edge of the slide and so that it aligns with the "Improved visibility" arrow. Position the "New stairs" arrow so it points to the bottom-right picture with its straight end aligned with the right edge of the slide and so that its middle aligns with the middle of the "Debris and brush cleared" arrow.

11. On Slide 4 ("Projects"), insert a 3x4 table. Refer to Figure 2-44 to add the rest of the data to the table. Add a row if needed.

Figure 2-44 Data for table on Slide 4 in the Renewed Riverwalk presentation

Improvement	Cost	Donated?
New sign	$0	Cushing Landscaping
New stairs	$1000	No
Cleared out debris and brush	$0	Martinez and Sons
Groundcover & retaining walls	$2000	No

12. On Slide 4, add a new row above the last row in the table. Type **New railings** in the new cell in the Improvement column, type **$0** in the new cell in the Cost column, and then type **Cushing Landscaping** in the Donated? column.

13. On Slide 4, apply the Light Style 2 – Accent 4 table style.

14. On Slide 4, insert a new column to the left of the Improvement column. Fill each cell in the new column (except the first cell) with the following pictures, all located in the PowerPoint2 > Review folder, in order from the second row to the bottom row: **NewSign**, **NewStairs**, **Cleared**, **Railings**, and **Wall**.

15. On Slide 4, format the table as follows:
    • Change the font size of all of the text in the table to 20 points.
    • Change the height of rows 2 through 5 to one inch.
    • Change the width of the first column to two inches.
    • Make the second and third columns just wide enough to hold the widest entry on one line.
    • Align the text in all of the rows except the first row so it is centered vertically.
    • Right-align the data in the Cost column (do not right-align the "Cost" column head).
    • Change the borders between rows 2 through 6 to a three-point black border.

16. Reposition the table so it is centered horizontally on the slide, and then move the table up so that the top half of the top row in the table overlaps the photo behind the slide title.

17. Apply the Uncover transition to any slide. Change the Effect Options to From Bottom, and then change the duration to 0.50 seconds. Apply this transition to all of the slides.

18. On Slide 2 ("Improvements Made"), animate the bulleted list using the Wipe animation. Change the Effect Options to From Left and the duration of the animation to 0.75 seconds.

19. On Slide 5 ("Views of the Trail"), apply the Fade entrance animation to each of the photos. Apply the Wipe animation with the From Left effect to each of the two arrows on the left, and then apply the Wipe animation with the From Right effect to each of the two arrows on the right.

20. On Slide 5, reorder the animations so that the arrow associated with each photo appears immediately after the photo with the top-left photo and arrow appearing first, then the top-right objects, then the bottom-right objects, and finally the bottom-left objects.

21. On Slide 5, add a 0.25-second delay to the animations applied to the arrows.

22. On Slide 6 ("New Views of the River from the Trail"), add the video **NewView**, located in the PowerPoint2 > Review folder. Trim three seconds from the beginning of the video. Set the poster frame to the four-second mark. Finally, set the playback options so that the video starts playing automatically, fills the screen, and rewinds after playing.

23. On Slide 7 ("Thank You!"), add the trademark sign after "RiverClean" and replace the "e" in "Jose" with "é" and the first "n" in "Quinones" with "ñ".

24. Add **Renewed Riverwalk** as the footer on all the slides except the title slide, and display the slide number on all the slides except the title slide. On the notes and handouts, add **Renewed Riverwalk** as the header and your name as the footer, and show page numbers.

25. Compress all the photos in the presentation to 96 ppi, and then compress the media to Low Quality.

26. Save your changes, and then close the Renewed Riverwalk presentation.

27. Open the file **Renewed2**, located in the PowerPoint2 > Review folder, and then save it as **Riverwalk Renewed Mix**.

28. Create a mix using this presentation. Make sure the Pen color is set to red. While Slide 1 is displayed, record yourself saying, "We've made many improvements to the Riverwalk trail," and then on Slide 3 draw an exclamation point after Jose's name.

29. After you record the slides, add a new Slide 3 with the Title and Content layout. Type **Do You Know?** as the slide title. Add a True False quiz to the new Slide 3 with the question **Views of the river from the trail have been greatly improved.** and with True as the correct answer.

30. Save the changes, and then upload the mix.