

# CONCEPTS REVIEW

Label each of the elements of the PowerPoint window shown in Figure 3-19.

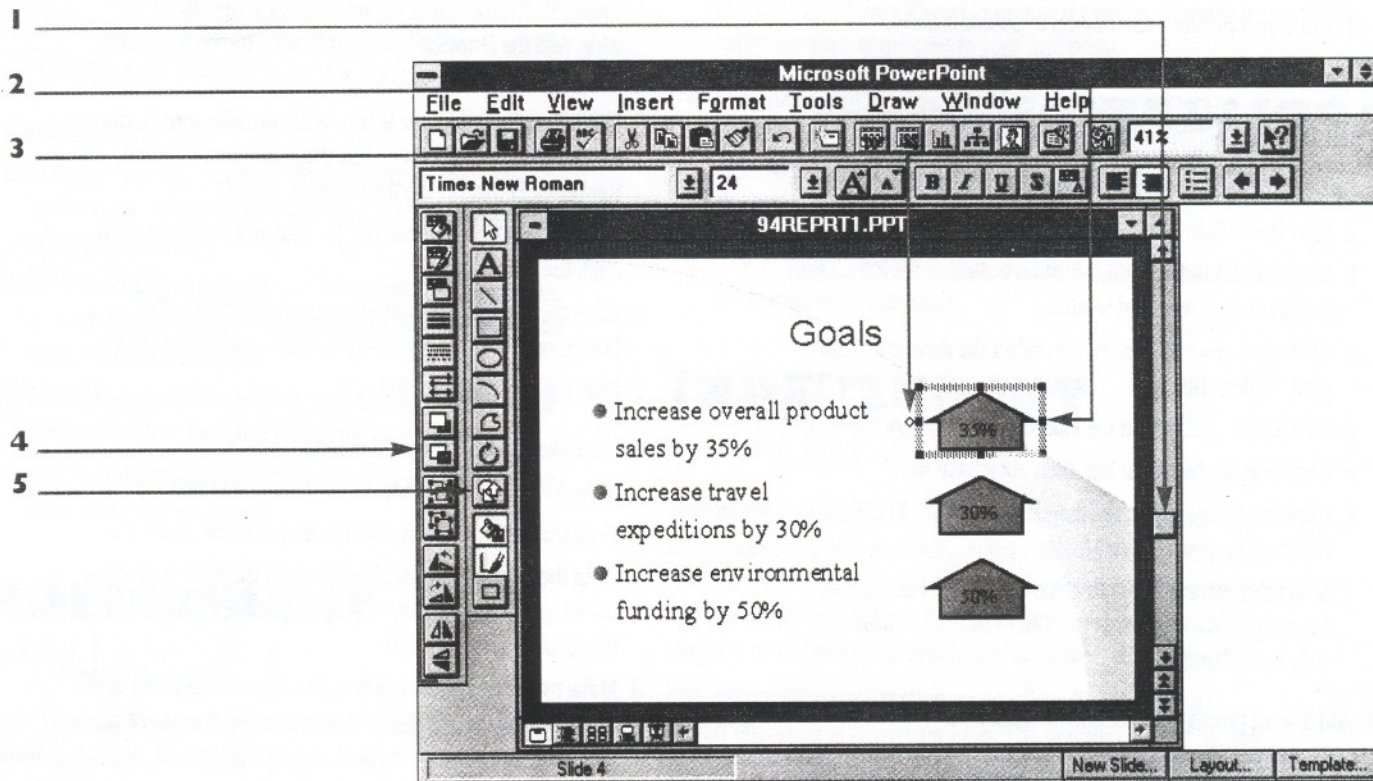


FIGURE 3-19

Match each of the terms with the statement that describes its function.

- |  |                        |
|--|------------------------|
| 6 Turns a feature on and off                                       | a. Elevator            |
| 7 Use this to create a text object on a slide                      | b. Text label          |
| 8 Small box used to move between slides in the vertical scroll bar | c. Word processing box |
| 9 A text object that does not word wrap                            | d. Text tool           |
| 10 A text object you create by dragging a box with the Text tool   | e. Toggle button       |

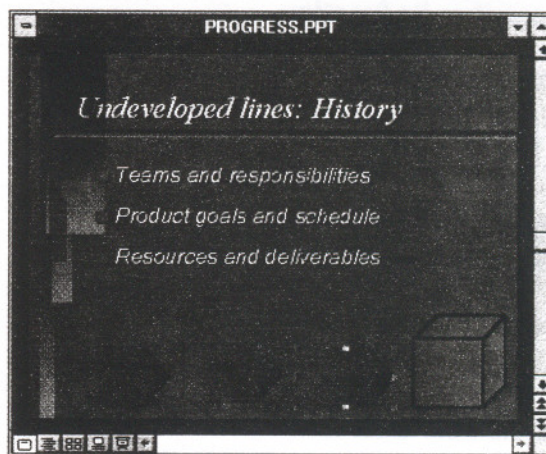
Select the best answer from the list of choices.

- 11 Saving a presentation using the Save As command
  - a. Opens a blank presentation
  - b. Saves a copy of the original presentation with a new name
  - c. Saves the original presentation
  - d. No different than the Save command
- 12 What objects can you create with the Text tool?
  - a. Text placeholder and text object
  - b. Word placeholder and text box
  - c. Text label and word processing box
  - d. Word processing label and text placeholder
- 13 You know a whole object is selected and can be moved when
  - a. A slanted line selection box with resize handles appears
  - b. An outline of the object appears
  - c. An object selection box appears
  - d. A dotted line selection box with resize handles appears
- 14 How do you change the shape of a PowerPoint object?
  - a. Move the size handle.
  - b. Move the resize button.
  - c. Move the adjustment handle.
  - d. You can't change the shape of a PowerPoint object.

- 15** All of the following statements about objects are true, EXCEPT:
- You can add text to all objects.
  - You can resize the shape of objects.
  - You can adjust the dimension of an object.
  - You can copy and paste objects to different slides.

## APPLICATIONS REVIEW

- Open an existing presentation and save it with a new name.
  - Start PowerPoint from the Program Manager window.
  - Click the Blank Presentation radio button or click the Open button on the Standard toolbar.
  - Click the Drives list arrow, then select the drive containing your Student Disk.
  - Click UNIT\_3-2.PPT in the File Name list box, then click OK.
  - Click File on the menu bar, then click Save As.
  - Click the Drives list arrow, then select the MY\_FILES directory on your Student Disk.
  - Select the current filename, type PROGRESS in the File Name text box, then click OK. Click OK in the Summary Info box, if necessary.
- Add a word processing box and arrange text.
  - Move to Slide 2 and click the Text Tool button on the Drawing toolbar.
  - Position the pointer near the bottom of the slide, then drag to create a box about 3" wide.
  - Type "Department product managers have 20 min. for line reports."
  - Double-click the word "product," then move it in front of the word "line."
  - Deselect the object.
- Format text.
  - Press [Shift], then click the word processing box you just created to select it.
  - Click the Italic button on the Formatting toolbar to turn the italic attribute off.
  - Use the Text Color button on the Formatting toolbar to change the color of the text to red.
  - Use the Center Alignment button on the Formatting toolbar to center the text and then deselect the word processing box.
- Draw and modify an object.
  - Move to Slide 3. If the AutoShapes toolbar is already visible, skip Step b.
  - Click the AutoShapes button on the Drawing toolbar.
  - Click the Seal Tool button on the AutoShapes toolbar, then hide the AutoShapes toolbar.
  - Position the pointer in the lower-right corner of the slide.
  - Press [Shift], then drag to create a seal shape about 1½" wide. Add the Drawing+ toolbar to your screen to change the shape attributes.
  - If the Drawing+ toolbar is not visible on your screen, move the pointer over a toolbar, click the right mouse button, then click Drawing+ in the shortcut menu.
  - Click the Fill Color button on the Drawing+ toolbar, then click the blue color cell.
  - Click the Line On/Off button and the Shadow On/Off button on the Drawing+ toolbar, then deselect the object.
  - Hide the Drawing+ toolbar.
- Edit the shape and add text to objects.
  - Move to Slide 4 then click the arrow shape to select it.
  - Drag the right middle resize handle to the left about 1".
  - Drag the adjustment handle slightly to the right to change the shape of the arrow tip. Compare your arrow object to the arrows in Figure 3-20.
  - Make two copies of the arrow object by pressing [Ctrl] and dragging the arrow object. Try to put an even amount of space between the objects, as shown in Figure 3-20.
  - Double-click the left arrow object, then type "Teams"; double-click the middle arrow object, then type "Goals"; double-click the right arrow object, then type "Resources"; double-click the cube, type "OutBack," press [Enter], then type "Product."



**FIGURE 3-20**

- 6 Align and group objects.
  - a. Select all of the objects using the Shift key.
  - b. Click Draw on the menu bar, then click Align.
  - c. Click Bottoms in the list.
  - d. Click Draw on the menu bar, then click Group.
  - e. Press [Up Arrow] twice to move the grouped object.
- 7 Check spelling.
  - a. Click the Spelling button on the Standard toolbar. The Spelling dialog box opens and begins to check the spelling of the presentation.
  - b. Fix the misspelled word "Acomplishments," then continue through the presentation. The spell checker will stop on all words it doesn't recognize.
  - c. When the spell checker finishes, click the Save button on the Standard toolbar, then click File on the menu bar.
  - d. Print the presentation in Slide view and then close the presentation and exit PowerPoint.

## INDEPENDENT CHALLENGE 1

The ABC Learning Company is a Silicon Valley-based corporation dedicated to the design and development of children's instructional software. As the company's main graphics designer, the marketing manager has asked you to design and develop a standardized set of graphics for the company that all the employees can use for their business presentations. To help promote the company, the marketing group unveiled a new company slogan: "Learning is easy as ABC."

Plan and create standard text and graphical objects for the ABC Learning Company that employees can copy and paste into their business presentations. Create three different slides with a company logo using the AutoShapes toolbar and a company slogan using the Text tool. The marketing group will decide which of the three designs looks best. Create your own presentation slides, but assume the following: the company colors are blue and red (from the default PowerPoint color scheme).

To complete this independent challenge:

- 1 Think about the results you want to see, the information you need to create this presentation, and the type of message you want to communicate.
- 2 Sketch a sample presentation on a piece of paper, indicating the presentation look and the layout of the information. What text and graphics are needed for the slides?

- 3 Create a new presentation by using the Blank Presentation option and choosing the Blank AutoLayout. Remember you are creating and entering your own presentation material. The logo and the marketing slogan should look good together and the logo objects should be grouped together to make it easier for other employees to copy and paste.
- 4 Save the presentation as ABCLRNNG.PPT in MY\_FILES directory on your Student Disk. Before printing, look through the slides so you know what the presentation will look like. Adjust any items as needed, and print the slides.
- 5 Submit your presentation plan, preliminary sketches, and the final presentation printout.

## INDEPENDENT CHALLENGE 2

You are the construction foreman for Zimmerman Engineering, a civil engineering and construction firm. One of your responsibilities is to create a process flow diagram for the construction team to follow during the building of a custom home. The process flow diagram describes the construction process from start to finish.

Plan and create a construction process flow diagram using PowerPoint's text and drawing tools. The diagram should include shapes, lines, and text labels to indicate the flow of information.

Create your own materials, but assume the following: the process includes planning, getting permits, ordering supplies, hiring subcontractors, building stages, and finishing work.

To complete this independent challenge:

- 1 Think about the results you want to see, the information you need to create this presentation, and the type of message you want to communicate.
- 2 Sketch a sample presentation on a piece of paper, indicating the presentation look and the layout of the information. What text and graphics are needed for the slides?
- 3 Create a new presentation by using the Blank Presentation option and choosing the Blank AutoLayout. Remember you are creating and entering your own presentation material. The diagram objects should be grouped together to make it easier for other employees to change.
- 4 Save the presentation as DIAGRAM.PPT in the MY\_FILES directory on your Student Disk. Before printing, look through the slides so you know what the presentation will look like. Adjust any items as needed, and print the slides.
- 5 Submit your presentation plan, preliminary sketches, and the final presentation printout.