

CONCEPTS REVIEW

Label each of the elements of the PowerPoint window shown in Figure 4-22.

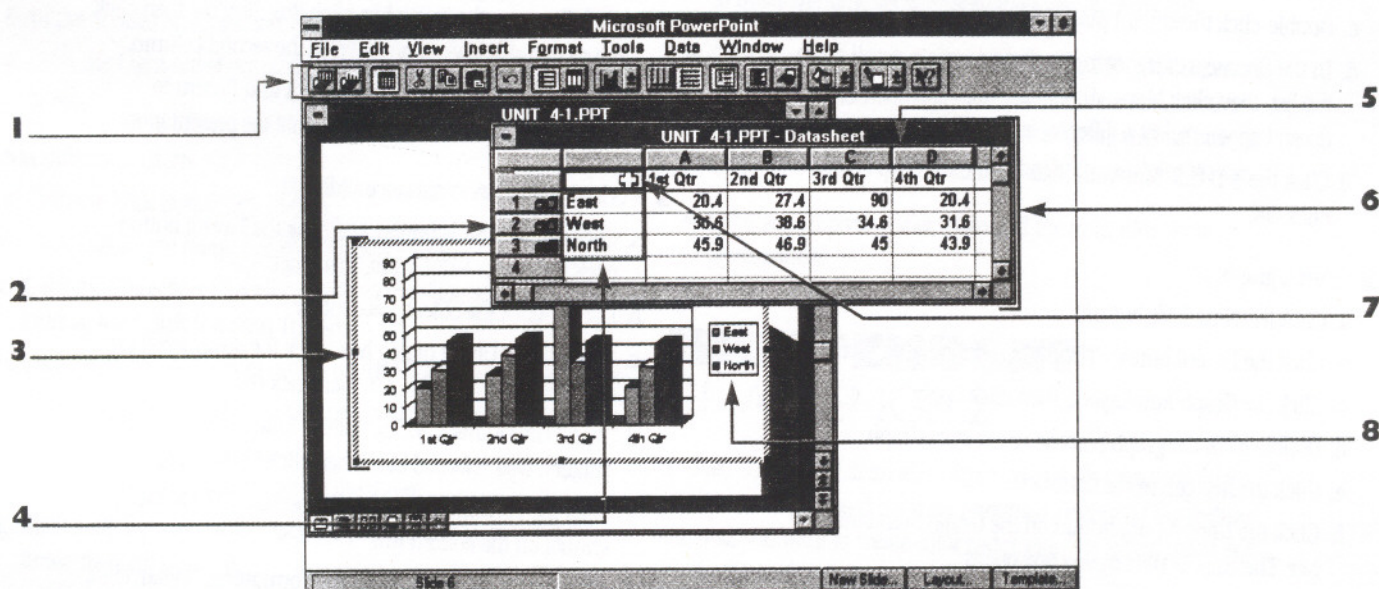


FIGURE 4-22

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

- | | |
|--|--------------------|
| 9 A selected cell in a datasheet | a. Chart |
| 10 A graphical representation of a datasheet | b. Embedded object |
| 11 The way information appears | c. Datasheet |
| 12 Contains the data displayed in a chart | d. Format |
| 13 Maintains a link to another application | e. Active cell |

Select the best answer from the list of choices.

- 14 The PowerPoint clip art is stored in a
- Folder
 - Gallery
 - Card Catalogue
 - Floppy disk
- 15 Which is NOT a way to access PowerPoint clip art?
- Double-click a clip art placeholder
 - Click the Insert Clip Art button
 - Click Clip Art from the Insert menu
 - Double-click the Clip Art icon
- 16 Which of the following is NOT true about a PowerPoint graph?
- A graph is made up of a datasheet and chart.
 - You can select a whole row or column by clicking a control box.
 - An active cell has a black selection rectangle around it.
 - You can click a control box to edit the contents of an individual cell.
- 17 An organizational chart is
- A PowerPoint slide
 - An embedded object
 - A WordArt box
 - An object

APPLICATIONS REVIEW

1 Insert clip art.

- Start PowerPoint and open the presentation UNIT_4-2.PPT from your Student Disk, save it as 94SALES.PPT in the MY_FILES directory, then click OK to close the Summary Info dialog box.
- Click the Next Slide button.
- Double-click the clip art placeholder.
- In the Choose a category to view below section, scroll down the list, then click Maps - U.S. If the Maps - U.S. category doesn't appear, select a different category.
- Click the 3-D U.S. Map with State Boundaries clip art, then click OK.

2 Insert a graph.

- Click the Next Slide button.
- Click the Layout button. The Slide Layout dialog box opens.
- Click the Graph AutoLayout, then click Apply.
- Double-click the graph placeholder to start Graph.
- Click the first cell in the datasheet.
- Click the Import Data button on the Graph Standard toolbar. The Import Data dialog box opens.
- In the File Name list box, click the worksheet UNIT_4-3.XLS from your Student Disk, then click OK. A Microsoft Graph dialog box opens.
- Click OK to overwrite the existing data. The data from the Microsoft Excel worksheet overwrites the default data in the Graph datasheet.
- Click a blank area of the Presentation window to exit Graph.

3 Format a graph.

- Double-click the graph object.
- Click the By Column button on the Graph Standard toolbar.
- Click the datasheet title names on the x-axis, click the Font Size list arrow on the Formatting toolbar, then click 14.
- Click Insert on the menu bar, click Titles, click the Chart Title check box, then click OK.
- Type "1994 Regional Sales Figures," then click a blank area below the title.
- Click a blank area of the Presentation window to exit Graph.

4 Edit an organizational chart.

- Click the Next Slide button and double-click the organizational chart, then click the maximize button.
- Click the Subordinate button on the Org Chart toolbar.
- Click the Production Dept. Manager chart box.
- In the blank chart box, type "Jordan Shays," press [Tab], then type "Group Lead."
- Click Edit on the menu bar, click Select, then click All.
- Click Boxes on the menu bar, click Box Shadow, then click the second shadow option down in the second column.
- Click File on the menu bar, click Exit and Return to 94SALES.PPT, then click Yes to update the presentation.

5 Work with WordArt to enhance slide text.

- Click the Next Slide button and click the Layout button, click the Object AutoLayout, then click Apply.
- Double-click the object placeholder.
- In the Insert Object dialog box, click the down scroll arrow, click Microsoft WordArt 2.0, then click OK.
- Type "The OutBack Series," press [Enter], type "by," press [Enter], type "Nomad Ltd," then click Update Display.
- Click the Format Text list arrow, then click the Slant Up symbol on the bottom row.
- Click the Shading button on the Formatting toolbar, click the Foreground list arrow, click Red, then click OK.
- Click the Shadow button on the Formatting toolbar, click the top middle symbol.
- Click a blank area of the Presentation window to exit WordArt.

6 Change a Slide Master.

- Click the Next Slide button and click View on the menu bar, click Master, then click Slide Master.
- Click the first line of text in the master text placeholder.
- Click Format on the menu bar, click Bullet, then click the "X" in the top row, fourth from the right.
- Click the Size % of Text up arrow until the percentage reaches 100, then click OK.
- Click the Slide View button.

7 Change a color scheme.

- Click Format on the menu bar, then click Slide Color Scheme.
- Click the Blue Accent color in the Change Scheme Colors section.
- Click Change Color. The Accent Color dialog box opens.
- Click the fourth blue color down in the ninth column. Click OK then click Apply to All.
- Click Format on the menu bar, then click Slide Background.
- In the Shaded Styles section, click the Vertical radio button.
- Click the Light scroll arrow three times, then click Apply to All.

8 Add slide show effects.

- Click the Slide Sorter View button.
- Click Edit on the menu bar, then click Select All.
- Click the Transition Effect list arrow on the Slide Sorter toolbar, then click Random Transition.
- Click the Rehearse Timings button on the Slide Sorter toolbar.
- Click each slide to give it a time, then click Yes to record the new times.
- Click between slides to deselect all the slides.
- Click Slide 2, press [Shift], click the scroll down arrow a few times, then click Slide 6.
- Click the Build list arrow on the Slide Sorter toolbar, then click Dissolve.
- Double-click Slide 1.
- Click View on the menu bar, then click Slide Show.
- Click the Use Slide Timings radio button in the Advance section, then click Show.
- Save, print, and then close the presentation.

INDEPENDENT CHALLENGE 1

You are the communications director at Pyles & Todd Design, Inc., an international advertising agency. One of your responsibilities is to create an on-screen presentation to promote the company at the National Association of Advertising Agencies (NAAA) convention. Use Green Pasture Farms quality products and the company's long history as the basis for your presentation.

Plan and create a slide show presentation for the marketing staff to use at the NAAA convention.

Create your own company information, but assume the following: the marketing staff will be using a color monitor with 256 colors.

To complete this independent challenge:

- Think about the results you want to see, the information you need to create the slide show presentation, and the message you want to communicate.
- Plan and create the color slide show presentation using slide transitions, build slides, slide timings, and shaded backgrounds. Use the Slide Show command from the View menu to make the slide show presentation run continuously.
- Save the presentation as NAAA.PPT in the MY_FILES directory on your Student Disk. Make sure you preview the slide show presentation on the computer the marketing staff will use at the convention using PowerPoint or the PowerPoint Viewer.
- Submit your presentation plan and the final slide show presentation.

INDEPENDENT CHALLENGE 2

You are the teacher at an elementary school. To help your 4th grade class understand the major holidays celebrated throughout the year, you want to create color slides with fun information and art for the students.

Plan and create a color slide presentation for the classroom. Create slides for the major holidays of the school year. Create your own holiday material.

To complete this independent challenge:

- Think about the results you want to see, the information you need to create the slide show presentation, and the message you want to communicate.
- Plan and create the color slide presentation using Microsoft ClipArt Gallery and Microsoft WordArt. Use the AutoLayout to help you create slides with the title text, bulleted text, and art. Remember you are creating and entering your own presentation material.
- Save the presentation as HOLIDAYS.PPT in the MY_FILES directory on your Student Disk. Before printing, preview the file so you know what the presentation will look like. Adjust any items, and then print the slides.
- Submit your presentation plan and the final slide show presentation.