

UNIT

4

Advanced PowerPoint: Advanced Presentations

Unit Objectives:

After completing this Unit, you will understand:

LESSON 1

Advanced Presentation Formatting

LESSON 2

Advanced Presentation Management



Why It Matters

Communication is essential to being an effective student and employee. Microsoft PowerPoint is a powerful tool that you can use to create and update presentations, handouts, organization charts, and much more. Skilled PowerPoint users also prepare their presentations to be shared, and protect their presentations from unwanted access. ***What is one way that PowerPoint might help you enhance a verbal presentation?***

Career Checklist

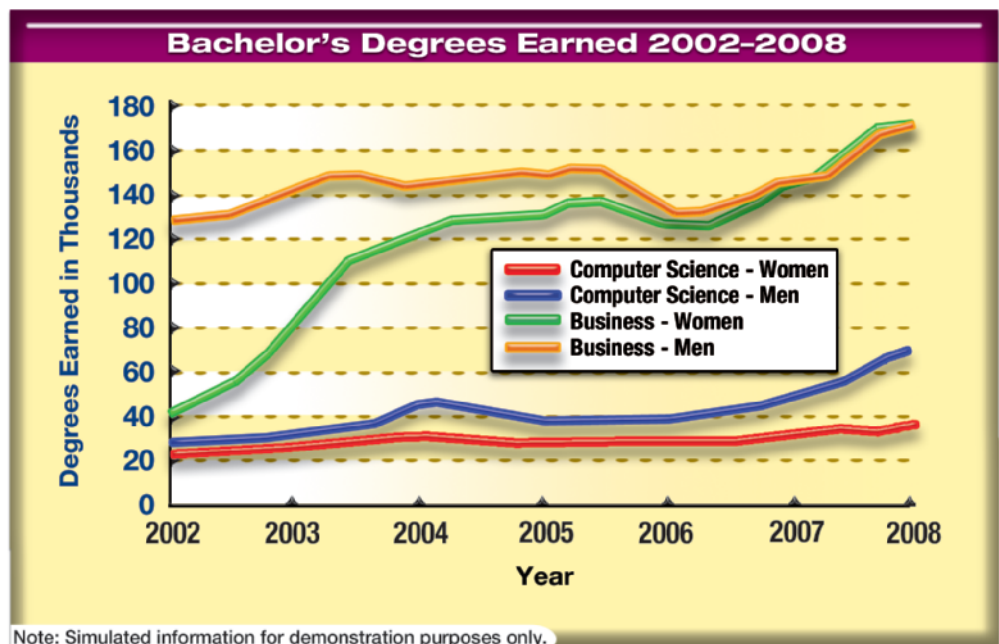


To use charts as an effective communication tool in the workplace, remember to:

- ✓ Define your goals
- ✓ Provide context
- ✓ Label all content carefully
- ✓ Use proper formatting
- ✓ Check for accuracy
- ✓ Get feedback

How Can Understanding Educational Trends Help You Succeed?

Before you decide on a college major, you should take the time to research the current trends for the majors you are considering. If you look at the number of people who have earned bachelor's degrees in the majors in which you are interested, you get some idea of the opportunities available in those fields. Take a look at the number of graduates with bachelor's degrees in business or computer and information science (CIS) from 1976 to 2005. Both career fields rely heavily on the use of computers.



Trends

Graduates are far more likely to have studied business than computer and information science. The chart shows a drastic increase in the number of women earning bachelor's degrees in business. In fact, women and men now earn roughly the same number of business degrees. Computer and information science shows a slower increase over time in the number of degrees earned. The number of degrees awarded in business is predicted to increase dramatically compared to CIS degrees.



READING CHECK

- 1 **Interpret** Approximately how many women earned bachelor's degrees in business in 1976?
- 2 **Math** Approximately how many more men and women earned bachelor's degrees in business than in computer and information science in 2005?

Key Concepts

- Insert and format text boxes
- Apply Quick Styles to a presentation
- Modify tables and charts
- Modify illustrations and shapes
- Create and modify SmartArt Diagrams
- Create presentations from templates

Standards

The following standards are covered in this lesson. Refer to pages xxv and 715 in the Student Edition for a description of the standards listed here.

ISTE Standards Correlation

NETS•S

1a, 1b, 1d, 2a, 2b, 3b, 3c, 4b, 5c, 5d, 6a, 6b

Microsoft Office Specialist PowerPoint

1.2, 2.1, 2.2, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5



After mastering the skills of preparing a basic PowerPoint presentation, you can develop the ability to format those presentations so that they display information in an interesting and visual way. In this lesson, you will learn how to create and modify text boxes, tables, and chart elements to make your presentation more attractive and interesting. Using Quick Styles and SmartArt diagrams can also help add variety to your presentations and to highlight important information.

21st CENTURY SKILLS

Plan Your Presentation Just as a blueprint guides workers in creating a building, effective presentations start with planning. As you plan a presentation, ask yourself some questions. What is the purpose of my presentation? Who is my audience? What visuals can enhance my presentation? What will add variety and keep my audience's attention? What do viewers of my presentation need to know and what is the best way to display that information? Knowing the answers to these questions will help you create a presentation that gives your audience the information it needs in a way that is interesting. *Why is it important to plan your presentation before creating it?*





Before You Read

Prepare a Plan Before starting the lesson, think about the last time you studied for an exam. How did you prepare for the test? What strategies helped you gather the information you needed to study for the test? Which strategies did not help you remember the information? Make a list of ways to improve your strategies in order to prepare for your next exam.

Read to Learn

- Understand basic principles of planning an effective presentation.
- Explore different ways to emphasize the main points of your presentation.
- Consider how to organize information on a slide using text boxes, SmartArt, tables, and charts.
- Learn how to manipulate and compress images to increase visual impact and reduce file size.

Main Idea

Planning the content and the order in which the slides will be presented can make your PowerPoint presentation more effective and professional looking.

Vocabulary

Key Terms

bevel	margin
chart title	Quick Styles
column	orientation
compress	Paste Special
fill effect	rotation handle
indent	Shape Outline
legend	SmartArt
line style	vertical alignment

Academic Vocabulary

These words appear in your reading and on your tests. Make sure you know their meanings.

effect
highlight
organize
reflect

Quick Write Activity



Describe On a separate piece of paper, describe a presentation that you have seen. What was the message of the presentation? Was the presentation customized to the message? Did the contents of all the slides work together? Was the presentation professional-looking? If so, what do you think made the presentation's appearance and delivery appealing and professional? Include any other details that you remember.

Study Skills

Create a Plan If you have trouble sorting through your ideas, try creating a list, outline, or diagram. These tools will help you plan your thoughts so that you can create consistent professional-looking presentations that are easy to follow.



Academic Standards

English Language Arts

NCTE 4 Use written language to communicate effectively.

NCTE 5 Use different writing process elements to communicate effectively.

Step-By-Step

- 1 Choose **Start>All Programs>Microsoft Office®>Microsoft PowerPoint 2010**.
- 2 Browse to and open the **Garden2.pptx** data file. Save the file as: **Garden2-[your first initial and last name]**. (For example, *Garden2-alee*).
- 3 Click **Slide 1**. Choose **Insert>Text>Text Box** . Click under the text **Community Garden Project** and drag the mouse from left to right.
- 4 In the text box, key: **Presented by Anna Lee**. Click outside the text box.
- 5 **iCHECK** Your screen should look like Figure 1.1.
- 6 Select the text box. The cursor changes to a four-sided arrow. Press **DELETE**.
- 7 **iCHECK** Your screen should look like Figure 1.2.
- 8 Click **Undo** . The text box reappears. Save your file.

 Continue to the next exercise.

Tech Tip

When you select a text box, the cursor turns into a four-sided arrow, or cross.

EXERCISE 1-1 Insert and Remove Text Boxes



When you create new slides, they contain preset text boxes for the titles, subtitles, and text. Text boxes make organizing information easier. A text box is also a convenient way to add text and images to existing slides. You can move, delete, or modify text boxes to increase the **effect**, or impact, of your message and create a more persuasive presentation. You can also manipulate the shape, outline, or formatting of a text box and then set the current text box formatting as the default for all new text boxes that you create.

FIGURE 1.1 Slide with text box inserted

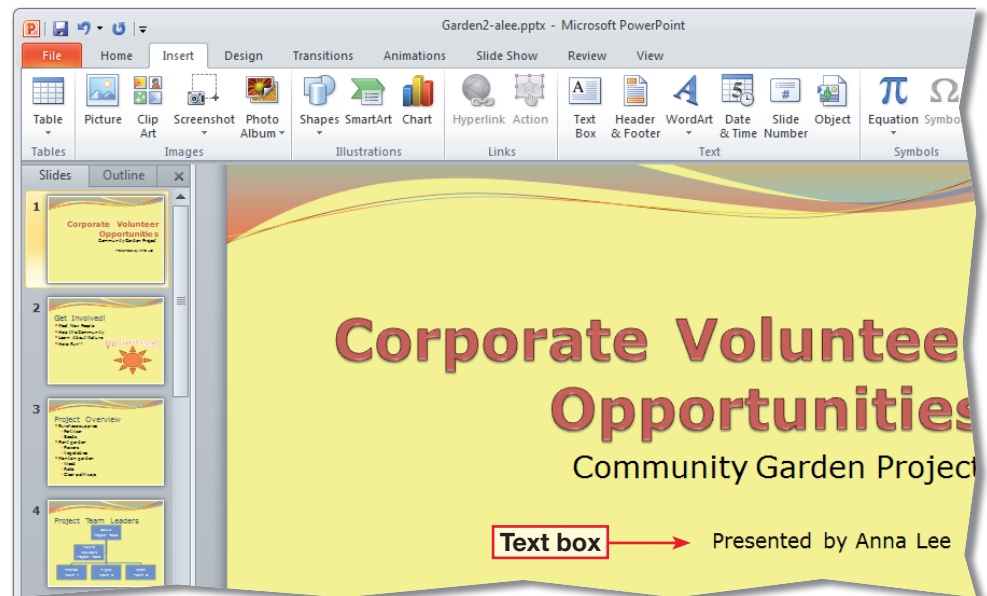
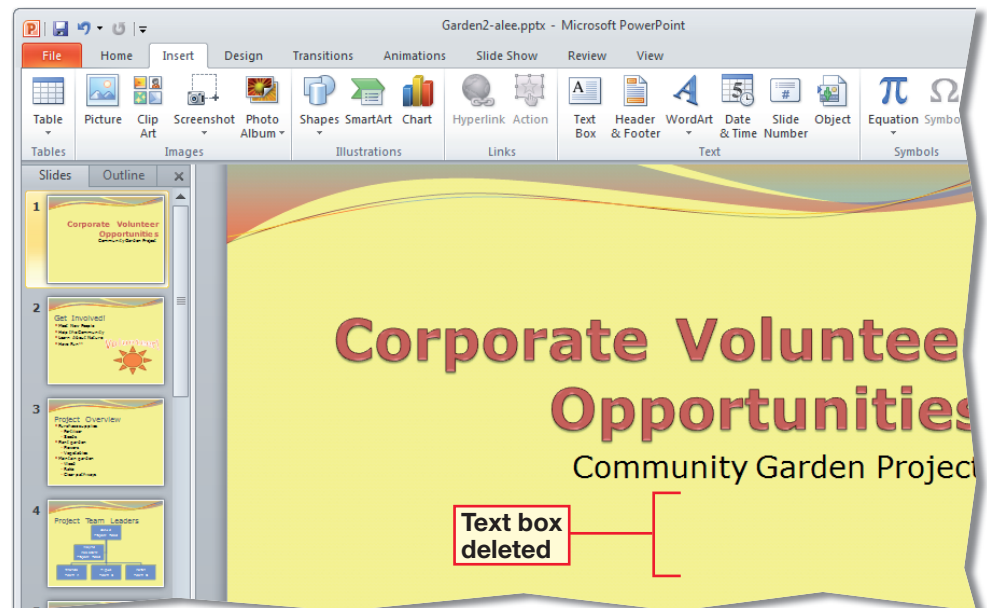









FIGURE 1.2 Text box deleted from slide



Step-By-Step

- 1** In your **Garden2** file, on **Slide 1**, select the **Presented by Anna Lee** text box. Choose **Home>Paragraph>Center** .
- 2** **!CHECK** Your screen should look like Figure 1.3.
- 3** Click the **Corporate Volunteer Opportunities** title text box. Choose **Home>Paragraph>Align Text** . Click **Middle**.
- 4** Click **Undo** . Click outside the text box. Choose **Insert>Text>Text Box** .
- 5** Insert a new text box in the bottom left corner of the slide. Key: www.contoso.com/garden.
- 6** Move your mouse over the rotation handle. Click and drag the handle clockwise. Click **Undo** .
- 7** Choose **Home>Paragraph>Text Direction** . Select **Rotate all text 90°**. Click **Undo** .
- 8** **!CHECK** Your screen should look like Figure 1.4. Save your file.

 *Continue to the next exercise.*

EXERCISE 1-2

Format Text Alignment and Direction



In order to **highlight**, or focus attention on, important information, you can change the position of text in a text box. You can change the **vertical alignment**, or position of the text relative to the top and bottom of the text box. Changing the **orientation**, or direction, of text and graphics in a text box can also improve readability and add variety to a presentation. You can also drag the **rotation handle** in the direction that you want to rotate, or turn, a text box and its contents, change the text formatting, or apply text effects.

FIGURE 1.3 Text center aligned in text box

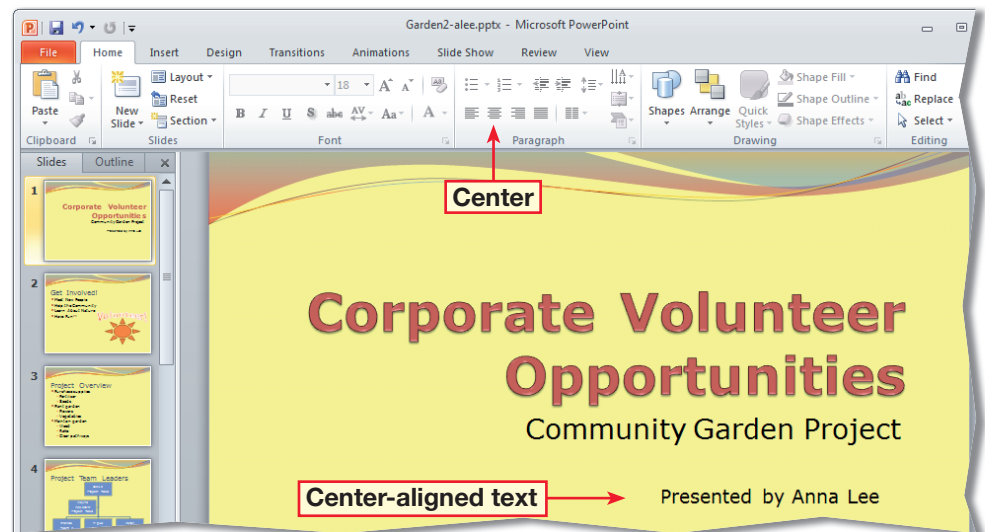
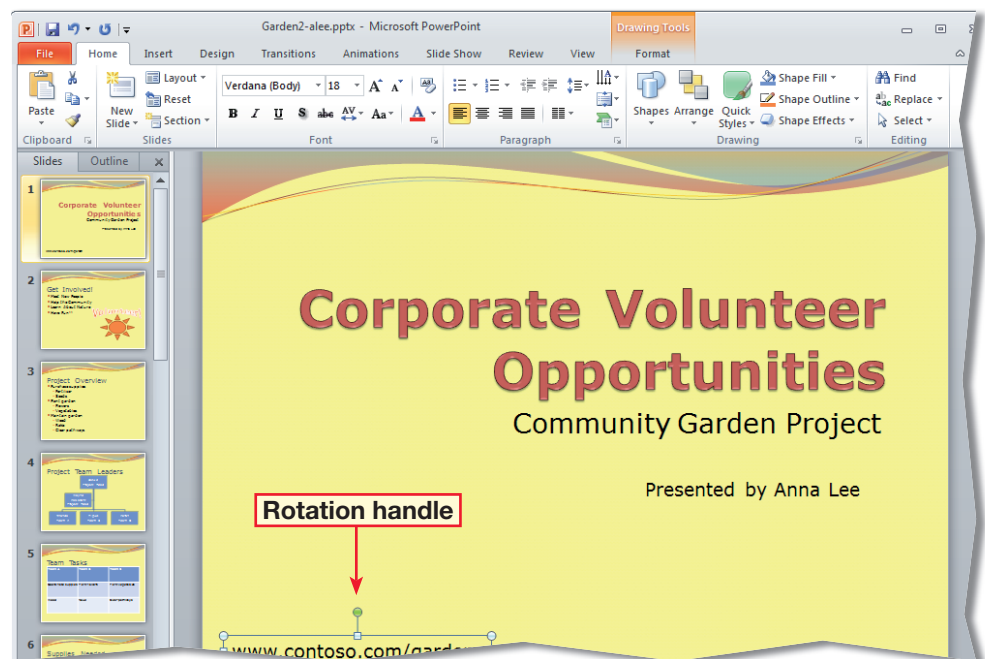



FIGURE 1.4 URL text box without rotation



Step-By-Step

- 1 In your **Garden2** file, click **Slide 3**. Click the text box containing the bulleted text.
- 2 Right-click and select **Format Shape** . (See Figure 1.5.)
- 3 In the left pane of the **Format Shape** dialog box, click **Text Box**.
- 4 Under **Internal margin**, change the **Left** margin to **1"**. Change the **Right** margin to **1"**. Click **Close**.
- 5 Select the two bullets under **Purchase supplies**. Choose **Home>Paragraph** and click the **Paragraph Dialog Box Launcher**.
- 6 In the **Paragraph** dialog box, change the **Before text** indentation to **1"**. Click **OK**.
- 7 Repeat steps 5 and 6 to change the indentation for the bullets listed under **Plant garden** and **Maintain garden**.
- 8 Click outside the text box.
- 9 **iCHECK** Your screen should look like Figure 1.6.
- 10 Save your file.

 Continue to the next exercise.

EXERCISE 1-3

Set Text Box Margins and Indentation



Just as you can adjust the amount of space between the text and the edge of a document, you can modify the margins and indentation of the text within a text box to improve the appearance and readability of the slide's text. A **margin** is the amount of space between the text and the edge of the text box. An **indent** is the space between the margin and the text in the text box. You can also change the line spacing of text within a text box using the Line Spacing command.

FIGURE 1.5 Formatting a text box

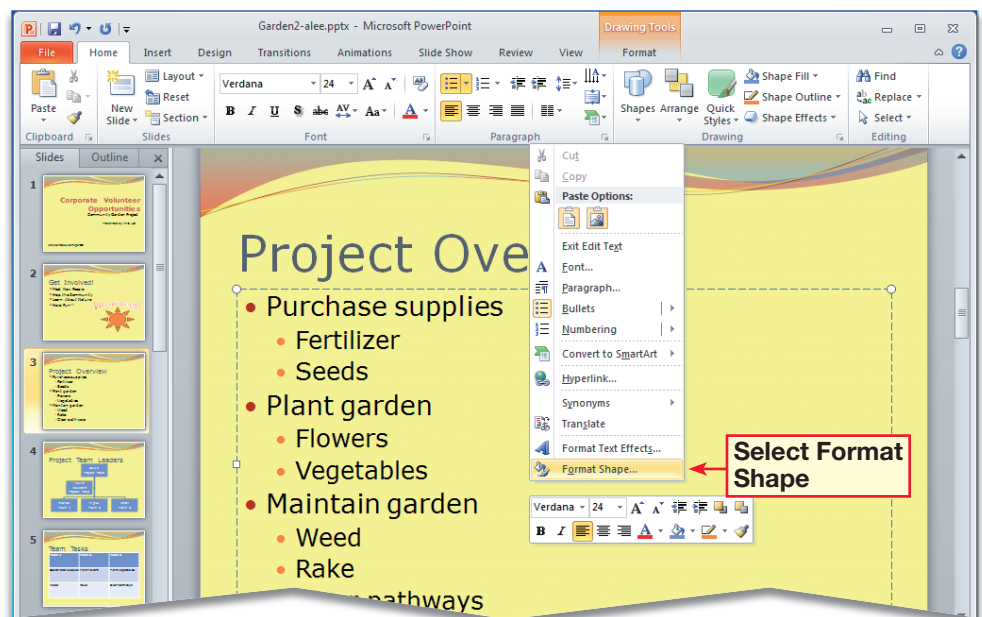
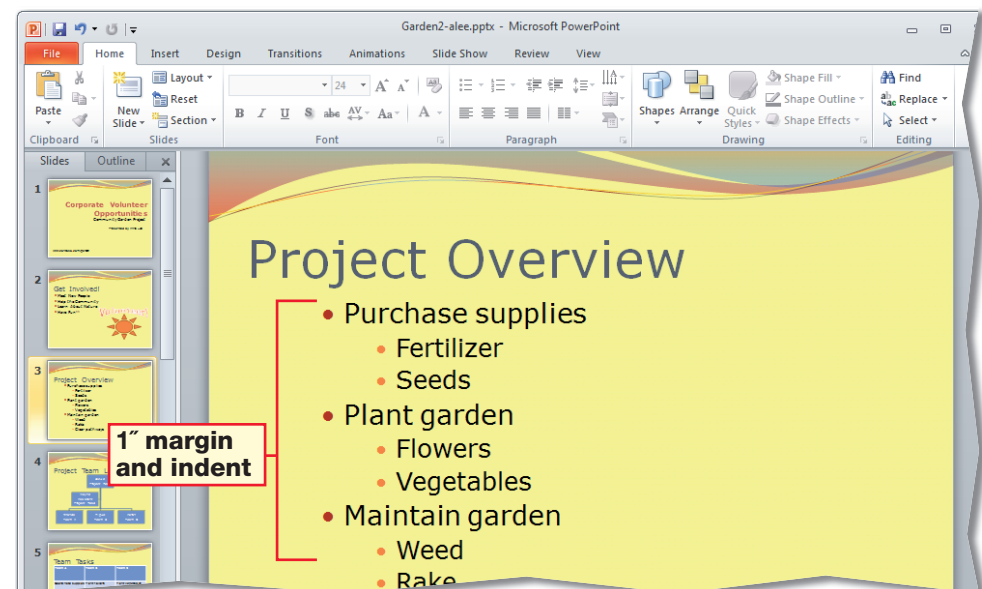


FIGURE 1.6 Margins and indentation set to 1"



Step-By-Step

- 1 In your **Garden2** file, select **Slide 3**, if necessary.
- 2 Select the text box containing the bulleted text.
- 3 Choose **Home>Paragraph>Columns** (see Figure 1.7).
- 4 Note the choices in the drop-down list. Select **Two Columns**. The text in the slide appears in two columns.
- 5 Click in front of the **M** in the word **Maintain**. Press **ENTER** twice.
- 6 **CHECK** Your screen should look like Figure 1.8. Save your file.

You Should Know

To remove changes you make to column formatting, click **Undo** on the **QAT**, or choose **Home>Paragraph>Columns** and select **One Column**.

Tech Tip

To automatically adjust the size of a text box so that the text fits inside it, right-click its border and choose **Format Shape>Text Box**. Under **Autofit**, click **Resize shape to fit text**.

EXERCISE 1-4 Create Columns in Text Boxes

Presenting the text in a slide into a **column** format can make your presentation more attractive and professional looking. Columns allow you to **organize**, or arrange, information, vertically. Organizing content into columns can make it more appealing and easier for an audience to follow. PowerPoint enters the information in the first column and then adds the second or third columns as you type.

FIGURE 1.7 Columns drop-down list

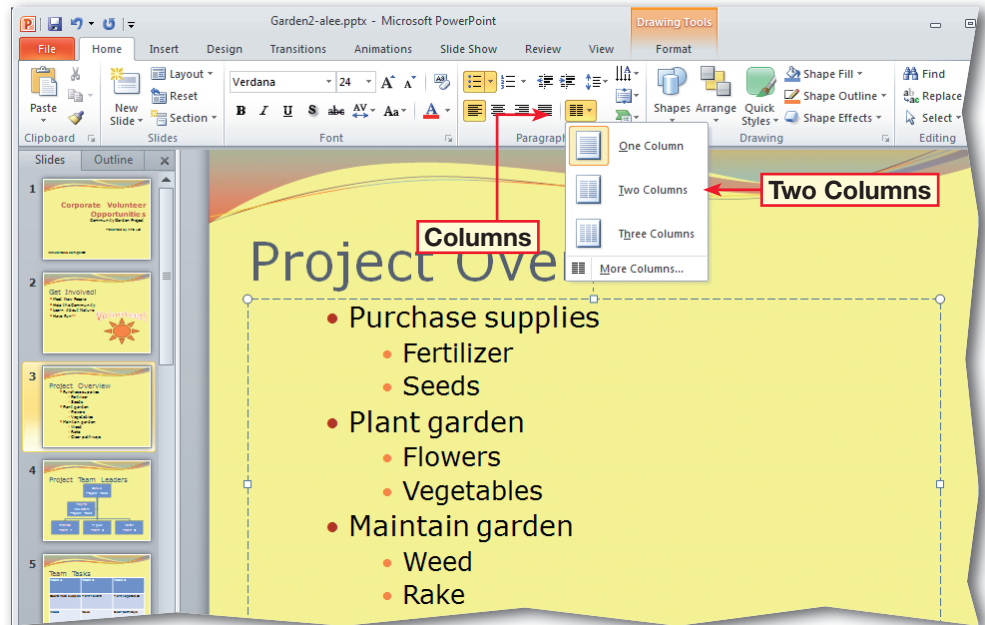
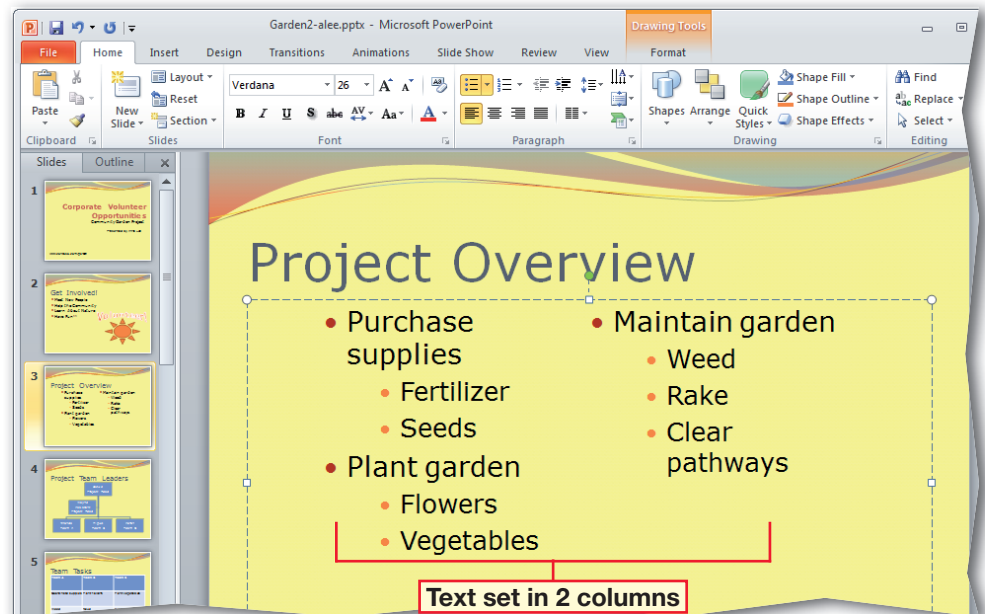


FIGURE 1.8 Bulleted text split into two columns



Step-By-Step

- 1 In your **Garden2** file, select **Slide 7**.
- 2 Select the chart. Click and drag the middle-right sizing handle to the left (see Figure 1.9).
- 3 **iCHECK** Your screen should look like Figure 1.9.
- 4 Right-click the chart and click **Edit Data**. **Excel** opens.
- 5 Select cells **A2:B5**. Choose **Home>Clipboard>Cut**. Minimize **Excel**.
- 6 Click outside the chart in the slide. Choose **Home>Clipboard** and click the **Paste** drop-down arrow. Select **Paste Special**.
- 7 In the **Paste Special** dialog box, make sure **Microsoft Excel Worksheet Object** is selected and click **OK**. Close the **Excel** worksheet.
- 8 Click and drag the data box to the right of the chart. Use the sizing handles to increase the size of the data box.
- 9 **iCHECK** Your screen should look like Figure 1.10. Save your file.

➔ Continue to the next exercise.

EXERCISE 1-5 Use Cut and Paste Special



Paste Special allows you to cut or copy and paste information from another PowerPoint file or from a file from a different Office application. For example, you can paste Excel data into PowerPoint to create a dynamic and effective chart. Use the Paste Special dialog box to specify what format the pasted information will have.

FIGURE 1.9 Resized chart

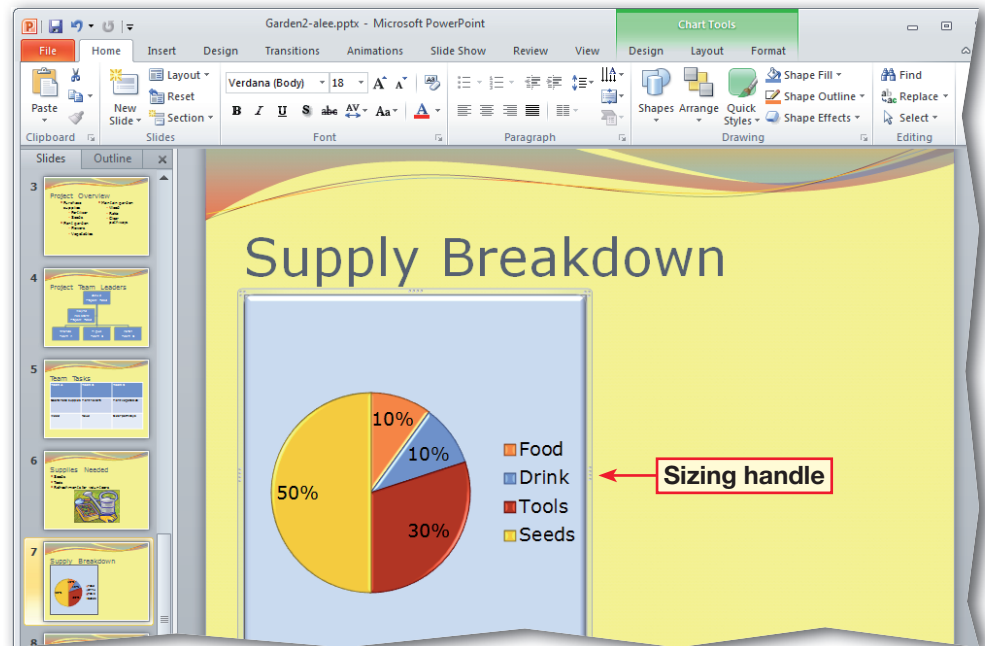
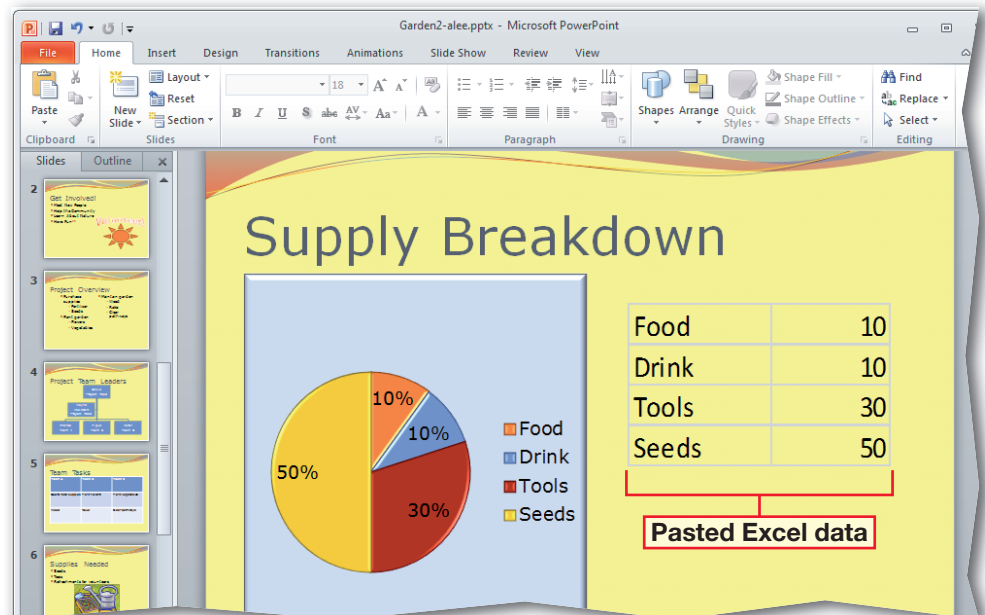


FIGURE 1.10 Excel data pasted into PowerPoint slide



Step-By-Step



- 1 In your **Garden2** file, select **Slide 1**.
- 2 Click the **Presented by Anna Lee** text box.
- 3 Choose **Home>Drawing**. Click the **Shape Outline** drop-down arrow.
- 4 Click **Weight**. Move your pointer over the different line sizes. Click **6 pt** (see Figure 1.11).
- 5 With the text box still selected, choose **Home>Drawing**. Click the **Shape Fill** drop-down arrow.
- 6 Under **Theme Colors**, select **Orange, Accent 1**.
- 7 Choose **Home>Drawing>Shape Effects** .
- 8 Select **3-D Rotation**. Under **Parallel**, click **Off Axis 1 Right**. Click outside the text box.
- 9 **! CHECK** Your screen should look like Figure 1.12. Save your presentation.

Continue to the next exercise.

Tech Tip

When you select fill colors or shapes, consider what the slide will look like when printed, especially in black and white.

EXERCISE 1-6

Format and Add Effects to Text Boxes



As with any document, you can increase the visual impact of a text box by adding a border, applying a background color, or changing the shape or visual effects of the box. The effects you choose should add interest and increase the readability of the presentation without overwhelming your audience. Use Shape Fill to apply a **fill effect** such as a solid color, gradient, picture, texture, or pattern to a selected text box. Use **Shape Outline** to specify the color, weight, and **line style** of the outline of a text box. To add a shadow, **bevel**, glow, or 3-D rotation effects to a text box, use the Shape Effect button.

FIGURE 1.11 Line styles

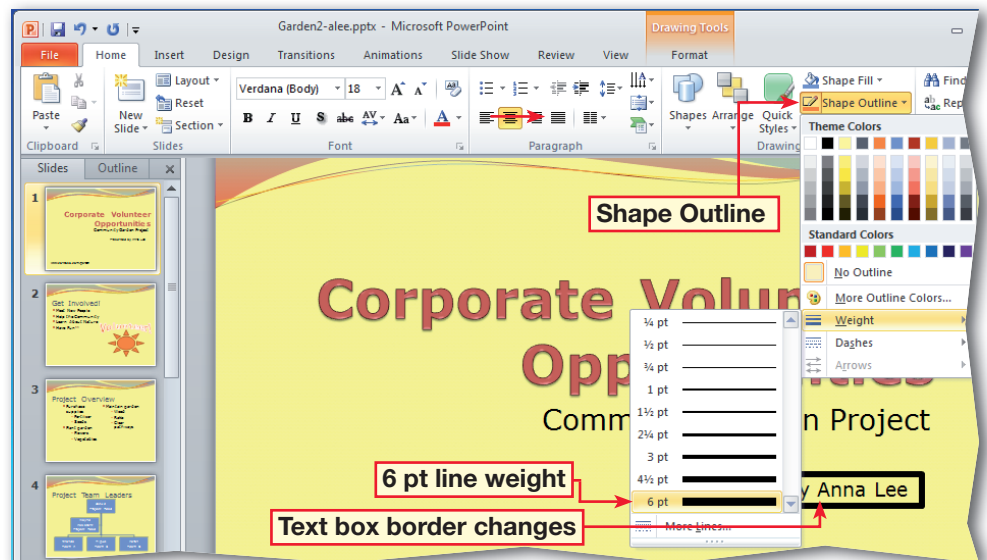
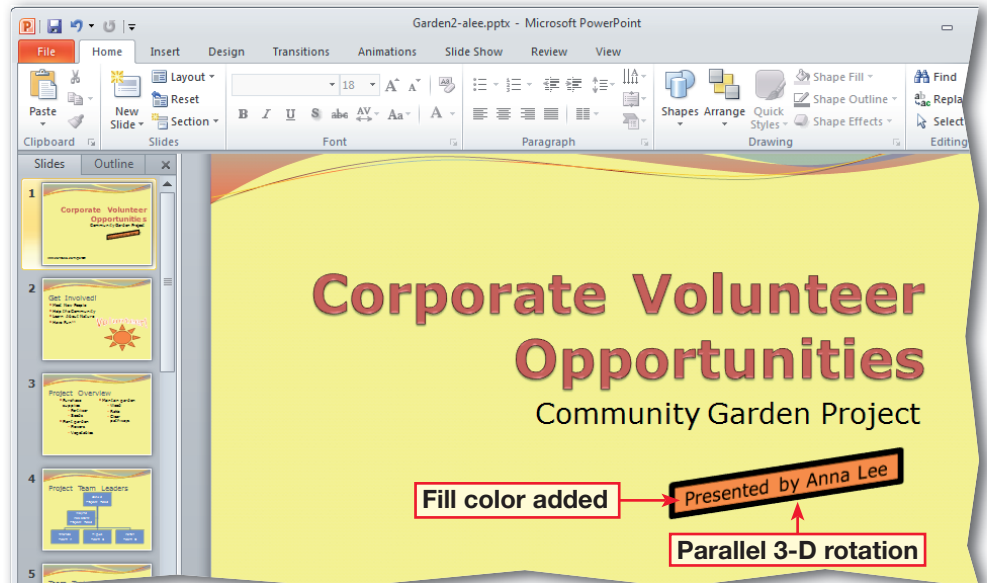


FIGURE 1.12 Text box with 3-D Rotation effect applied



Step-By-Step

- 1 In your **Garden2** file, click **Slide 3**.
- 2 Click the text box and choose **Home>Drawing>Quick Styles**. (See Figure 1.13.)
- 3 Move the pointer over the thumbnail styles. Notice how the text box changes.
- 4 In the second row from the bottom, click **Moderate Effect - Orange, Accent 1**. Click outside the text box.
- 5 **!CHECK** Your slide should like Figure 1.14.
- 6 Save your presentation.

Continue to the next exercise.

You Should Know

To prevent formatting from overpowering your presentation, apply **Quick Styles** to text boxes sparingly.

Academic Skills

The **Quick Style** in step 4 is categorized as **Moderate Effect**. This means it has a stronger effect than a **Subtle Effect**, but a weaker one than an **Intense Effect**.

EXERCISE 1-7

Apply Quick Styles to a Text Box

You can use **Quick Styles** to quickly format the color and style of a text box. Use the Quick Styles Gallery to test various color combinations to make sure that they are easy to read and visually appealing.

FIGURE 1.13 Quick Styles Gallery

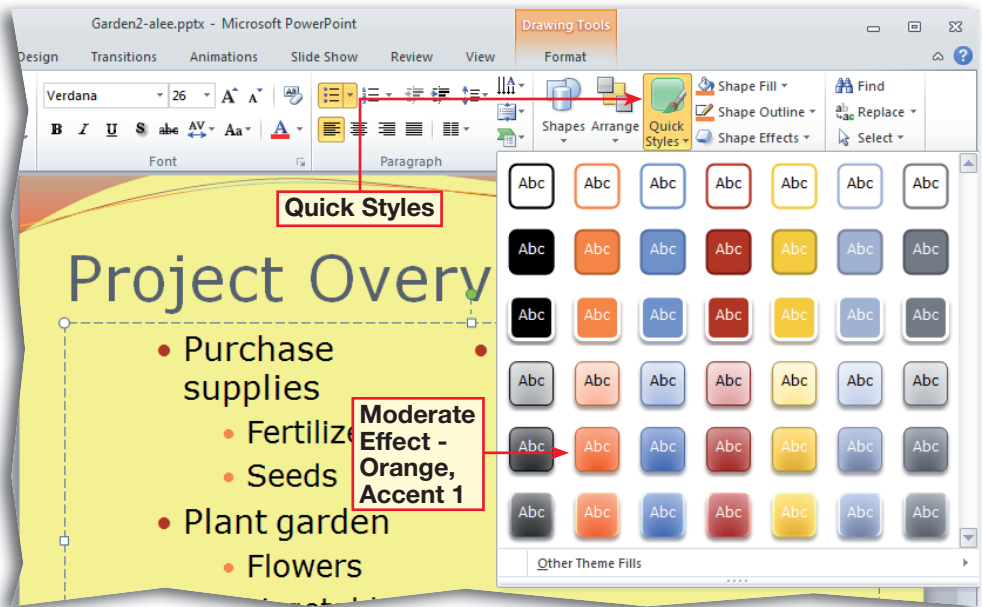
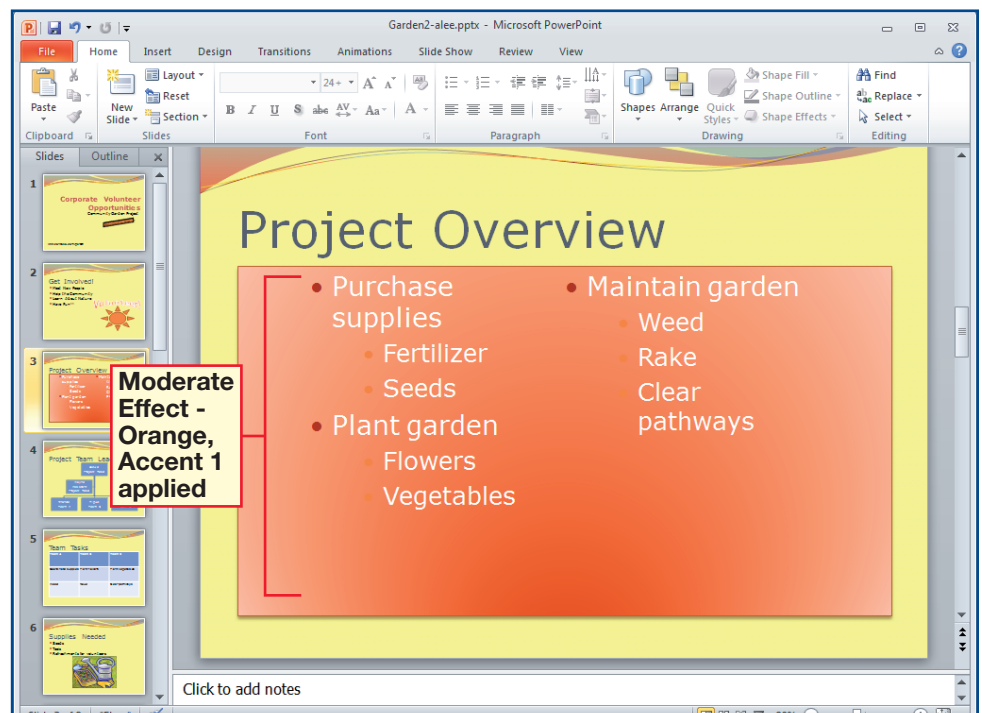





FIGURE 1.14 Quick Style applied to text box





Step-By-Step

- 1 In your **Garden2** file, click **Slide 5, Team Tasks**.
- 2 In the table, click in the **Team A** box. Press and hold **SHIFT** and click the **Team B** box and **Team C** box. All three boxes are selected.
- 3 Choose **Home>Paragraph>Center** .
- 4 **!CHECK** Your screen should look like Figure 1.15.
- 5 Choose **Home>Paragraph>Align Text Left** .
- 6 Be sure the three team boxes are still selected. Choose **Home>Paragraph>Text Direction** . Select **Rotate all text 270°**.

- 7 **!CHECK** Your screen should look like Figure 1.16. Click outside the table. Save your file.

Continue to the next exercise.

You Should Know

To combine two or more table cells in the same row or column, choose **Layout>Merge>Merge Cells** . To split table cells, choose **Layout>Merge>Split Cells** .

EXERCISE 1-8

Modify Table Alignment and Orientation of Table Text

As with text in any text box, you can change the size, alignment, and orientation of text in a table. You can change the orientation of text in a table to vertical or stacked, or rotate it to the desired direction. For example, you can rotate and center align the header of a table to make it stand out from the rest of the table. Moving the text will give you space to add graphics or images to the table.

FIGURE 1.15 Text center aligned

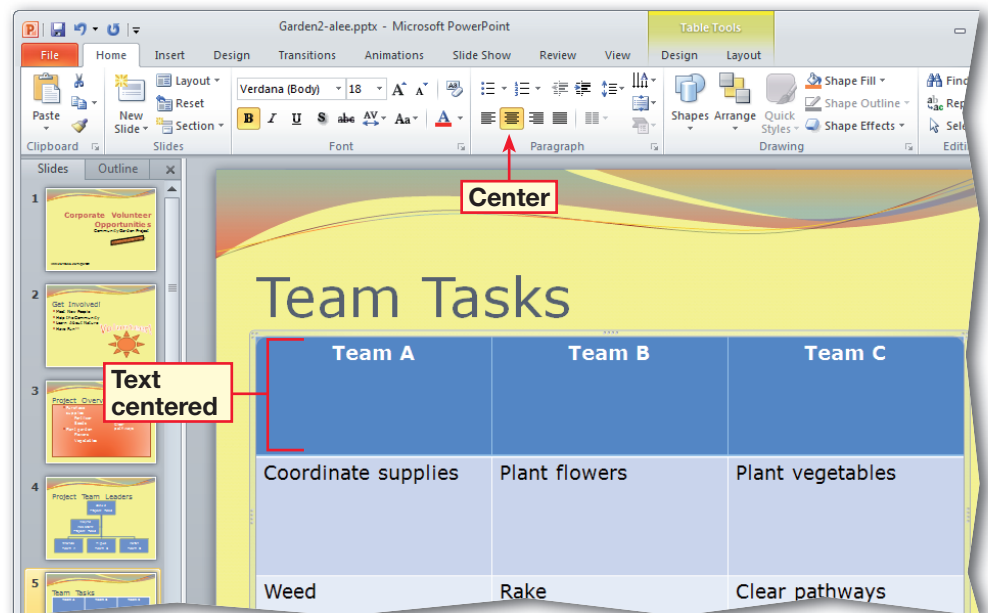
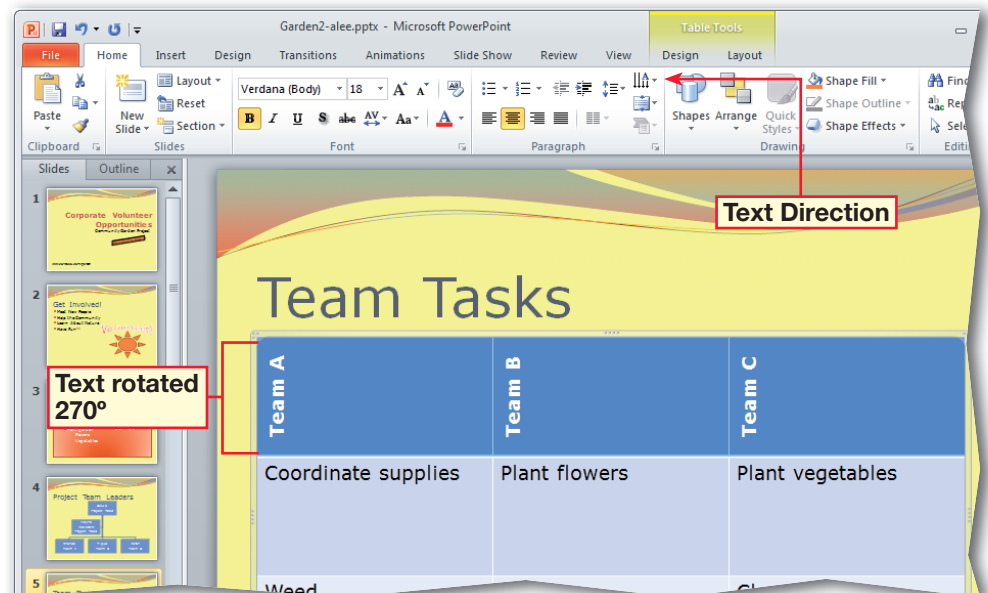




FIGURE 1.16 Text left aligned and rotated




Step-By-Step

1 In your **Garden2** file, select **Slide 5**. Click inside the table. Choose **Insert>Images>Picture** . Locate and insert the data file **Plant.jpg**.

2 Choose **Format>Adjust>Color** . Select **Set Transparent Color**. Click the image's background.

3 Click the image. Resize and move it into the **Plant flowers** box in the table (see Figure 1.17).


4 Locate and insert the data file **Rake.jpg**. Repeat step 2. Resize and drag the image into the **Rake** box.

5 Hold **CTRL** and select the images. Choose **Format>Adjust>Compress Pictures** . Under **Target output**, select **Screen (150 ppi)**. Click **OK**. Click anywhere in the slide.

6 **! CHECK** Your screen should look like Figure 1.18. Save your file.

 *Continue to the next exercise.*

Microsoft Office 2010

Choose **Insert>Images>Photo Album**  to create a new presentation based on a set of pictures.

EXERCISE 1-9 Add Images to Tables



Images add strong visual interest to a slide presentation. You can choose from the Microsoft Clip Art Gallery or add your own images. You may want to modify an image after you have inserted it, or use a different picture altogether. When you have finished adding images to the presentation, you may want to reduce the resolution, or **compress** the size of images, to reduce the presentation's file size. This will discard any unwanted information, such as the cropped parts of a graphic. If you decide that you want to use a different image, choose **Format>Adjust>Change Picture**. To change the order and visibility of images or other objects in a table, choose **Layout>Arrange>Selection Pane**.

FIGURE 1.17 Picture added to table

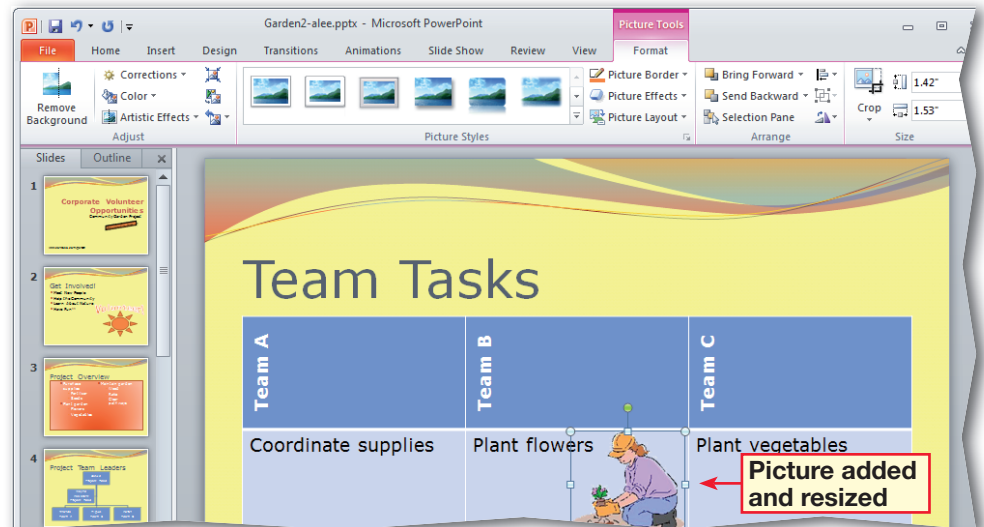
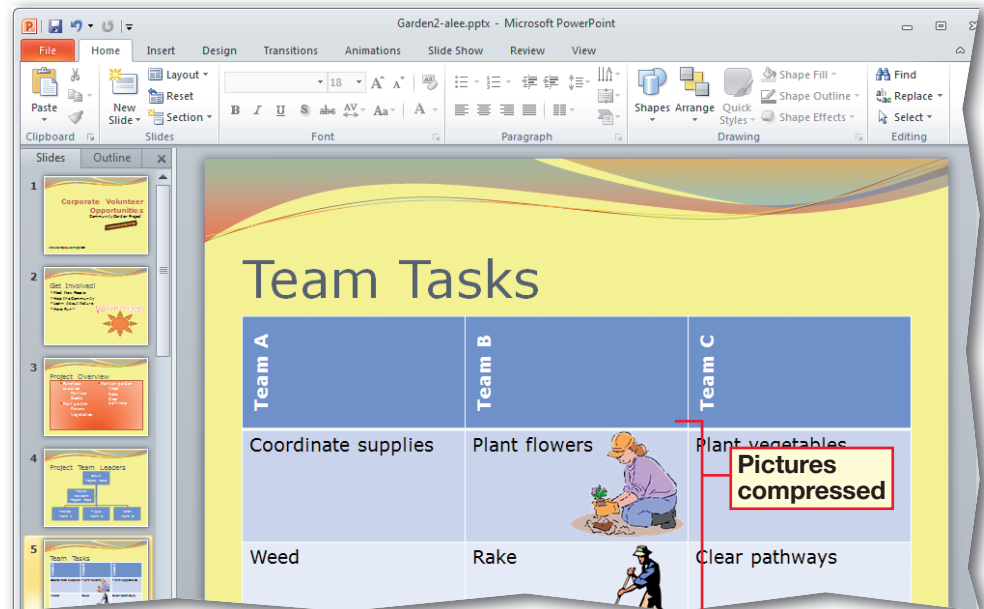


FIGURE 1.18 Images resized and compressed



Step-By-Step

- 1** In your **Garden2** file, click **Slide 7**. Click the chart. Choose **Design>Type>Change Chart Type**.
- 2** In the **Change Chart Type** dialog box, click **Column**. Under **Column**, select **3-D Clustered Column**. Click **OK**.
- 3** **!CHECK** Your screen should look like Figure 1.19. Note that horizontal gridlines are automatically added.
- 4** Delete the text box to the right of the chart. Expand the chart across the slide.

Continued on the next page.

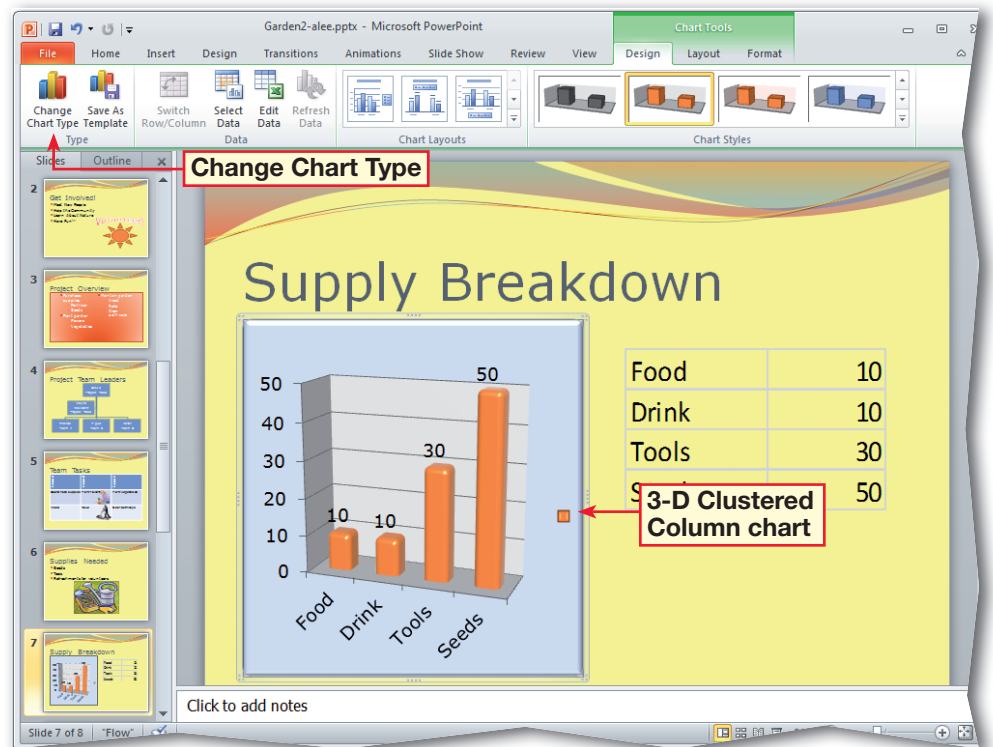
Tech Tip

To modify a chart's background, right-click on the chart, select **Format Chart Area**, and click **Fill**.



EXERCISE 1-10 Modify Charts


It is important to use a variety of chart types and elements to make sure that the content of your presentation is easy to understand. When you add more information to a chart, the audience will be better informed. For example, adding an element, such as a **chart title** or **legend**, will give your audience more information about the data. Look at the modified chart to be sure the information is clear. You can also hyperlink the chart to another slide, presentation, Web page, or file that offers more information about the data you are providing by choosing **Insert>Links>Hyperlink**.


FIGURE 1.19 Chart type changed to 3-D Clustered Column




Step-By-Step

5 Choose **Layout>Labels>Chart Title**  and select **None**. Click **Chart Title**  again and select **Above Chart**. Key: **Team Requirements**.

6 Right-click the data in the chart and select **Format Data Series** . Click **Fill**. Select **Vary colors by point**. Click **Close**.

7 In the **Labels** group, click **Axis Titles** . Select **Primary Vertical Axis Title**. Select **Rotated Title**. Key: **Amount**. Click outside the chart

8 **!CHECK** Your screen should look like Figure 1.20. Format, resize, and arrange the position of chart elements as you see fit.

9 Select the chart. Choose **Format>Current Selection>Format Selection** . Click **Border Color** and select **Solid line**. Click **Close**. Save the file.

 *Continue to the next exercise.*

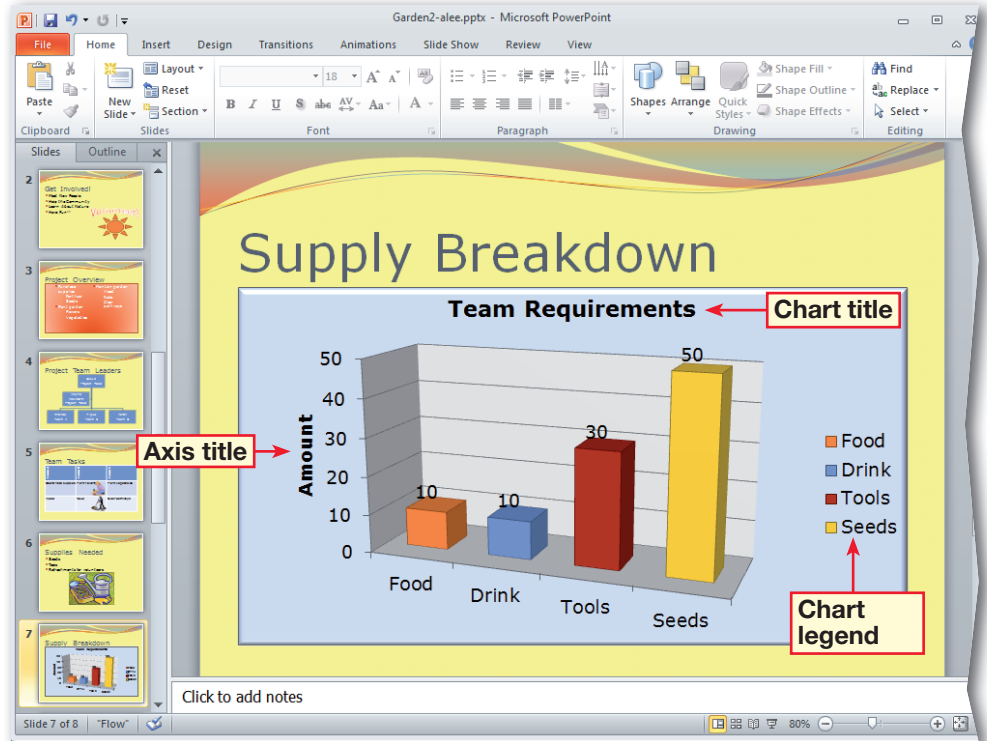
Tech Tip

To turn gridlines on and off, choose **Layout>Axes>Gridlines** using the **Chart Tools**.

EXERCISE 1-10 (Continued) Modify Charts



FIGURE 1.20 Chart title and axis title inserted



Step-By-Step



- 1 In your **Garden2** file, select **Slide 2, Get Involved!**.
- 2 Click the center of the sun shape.
- 3 Key: **We Need You**. Press **CTRL** + **A** to select all the text.
- 4 Choose **Format>WordArt Styles**. Click the **Text Fill** drop-down arrow. Choose **Black, Text 1**.
- 5 **iCHECK** Your screen should look like Figure 1.21.
- 6 With the sun shape still selected, choose **Home>Drawing>Quick Styles**.
- 7 Move your mouse over the thumbnails. Select **Intense Effect - Blue, Accent 2**.
- 8 **iCHECK** Your screen should look like Figure 1.22.
- 9 Select the sun shape, right-click, and select **Set as Default Shape**. Save your file.

Continue to the next exercise.

You Should Know

You can manually modify the fill color, texture, outline, and effects of a shape or illustration and its text by using **Drawing Tools**.

EXERCISE 1-11 Modify Illustrations and Shapes



By adding text to an illustration you can highlight key ideas for your audience. You can also add text or effects to shapes. In addition, you can use the Quick Styles Gallery to modify illustrations. The Quick Styles Gallery allows you to see how the various styles will affect your slide before you make the changes. If you want to set the formatting for the current shape as the default for any new shapes you create, right-click the shape and select Set as Default Shape.

FIGURE 1.21 Text added to shape

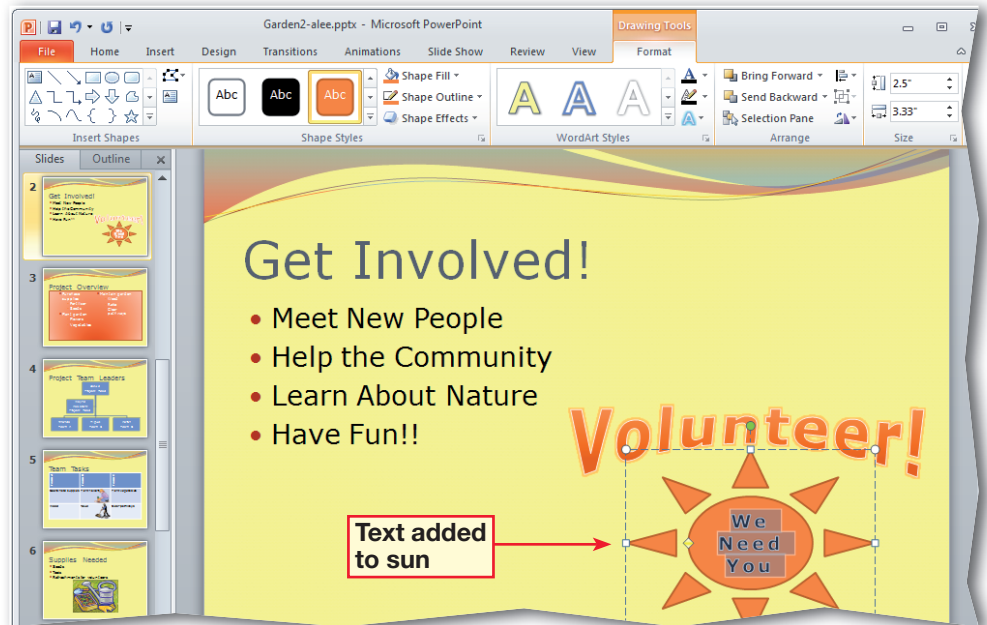
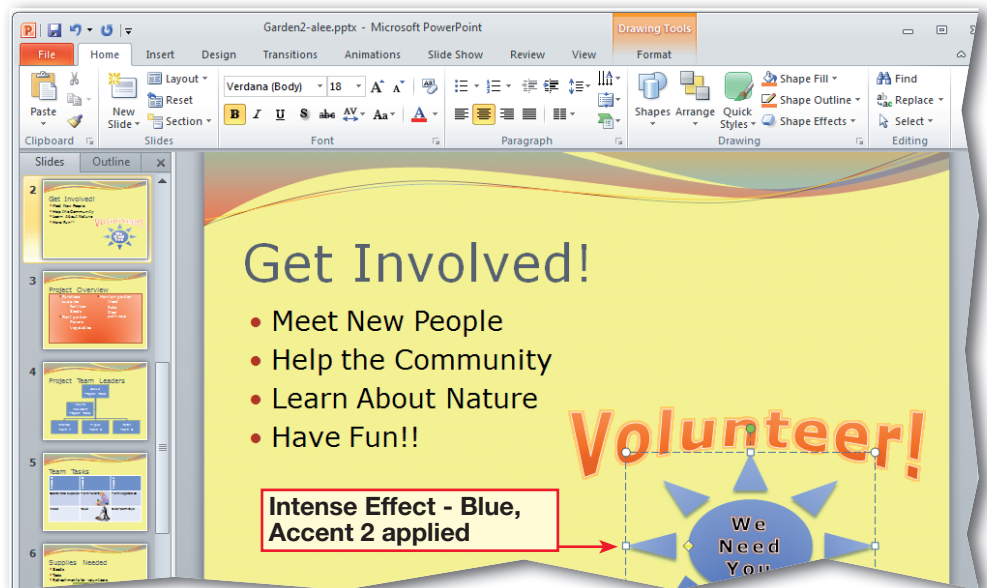



FIGURE 1.22 Quick Style applied to shape



Step-By-Step

- 1** In your **Garden2** file, select **Slide 3, Project Overview**. Click the text box that contains the bulleted text.
- 2** Choose **Home>Paragraph>Convert to SmartArt Graphic** .
- 3** **!CHECK** Your screen should look like Figure 1.23.
- 4** Move your pointer over the **SmartArt** diagram thumbnails. Notice how the bulleted information changes. Click **Vertical Block List**. (See Figure 1.23.)
- 5** If necessary, click the empty text boxes under **Plant garden** and press **DELETE**.
- 6** **!CHECK** Your screen should look like Figure 1.24. Save your file.

 Continue to the next exercise.

Microsoft Office 2010

Microsoft Office 2010 also allows you to convert a text box or **WordArt** to **SmartArt**. Right-click the text box containing the content or the **WordArt** that you want to convert and select **Convert to SmartArt**.

EXERCISE 1-12 Create SmartArt Diagrams from Bullets

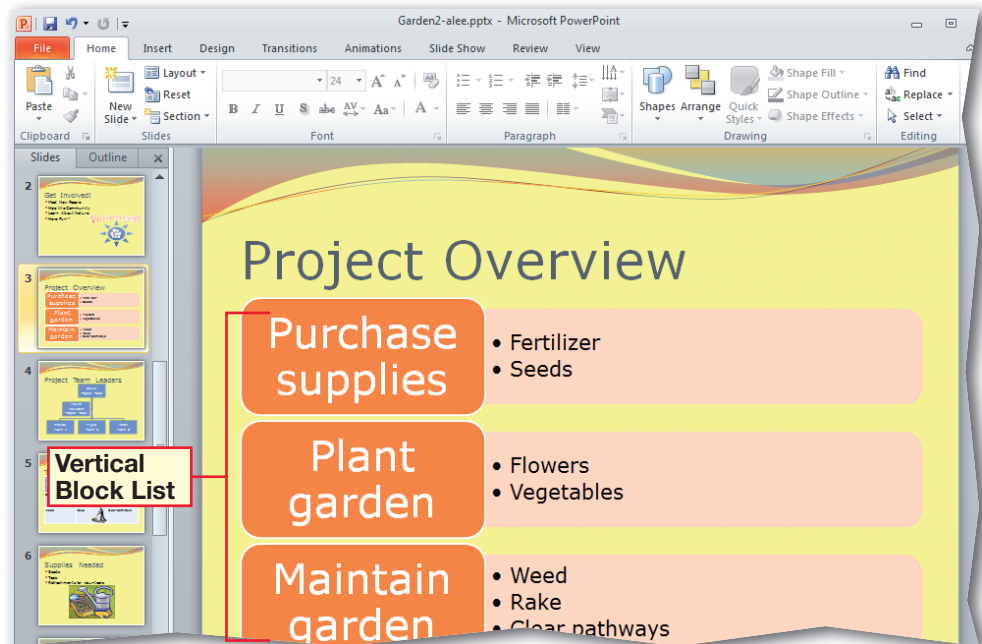


Diagrams can sometimes be more effective at communicating ideas than words alone. **SmartArt** is a customizable diagram that includes text. There are different kinds of SmartArt diagrams to choose from, depending on the information you want to present. For example, a bulleted list on a slide may be easier to read when converted to a Vertical Block List SmartArt graphic. After you have selected a SmartArt graphic, you can customize the graphic by changing its color and style. To convert a SmartArt graphic to shapes or back into text, select the diagram's border, right-click, and choose an option from the menu.




FIGURE 1.23 Convert to SmartArt Graphic menu



FIGURE 1.24 Bulleted list converted to SmartArt graphic



Step-By-Step

- 1 In your **Garden2** file, click **Slide 4, Project Team Leaders**.
- 2 Right-click the text **Jackie Project Head**. The **SmartArt Tools** open.
- 3 Choose **Add Shape**  **Add Assistant** . (See Figure 1.25.)
- 4 Right-click the new box and select **Edit Text**. Key: **Cameron Assistant Project Head**. Click outside the text box.
- 5 Click the edge of the box that contains the text **Wayne Assistant Project Head**. Make sure the cursor is a four-sided arrow. Press **DELETE**.
- 6 Click in the **SmartArt** diagram. Make sure no text boxes are selected. Right-click and select **Change Layout** .
- 7 In the **Choose a SmartArt Graphic** dialog box, click **Cycle**. Click **Basic Radial**. Click **OK**.
- 8 **iCHECK** Your screen should look like Figure 1.26.
- 9 Save and close the file.

 Continue to the next exercise.

EXERCISE 1-13 Modify SmartArt Graphics



PowerPoint offers many tools that allow you to change and update information very quickly. You may need to edit information to **reflect**, or demonstrate, changes in your organization, or to update data; add, remove, resize, or reorder shapes, or change the style or layout of a diagram.

FIGURE 1.25 Modifying a SmartArt graphic

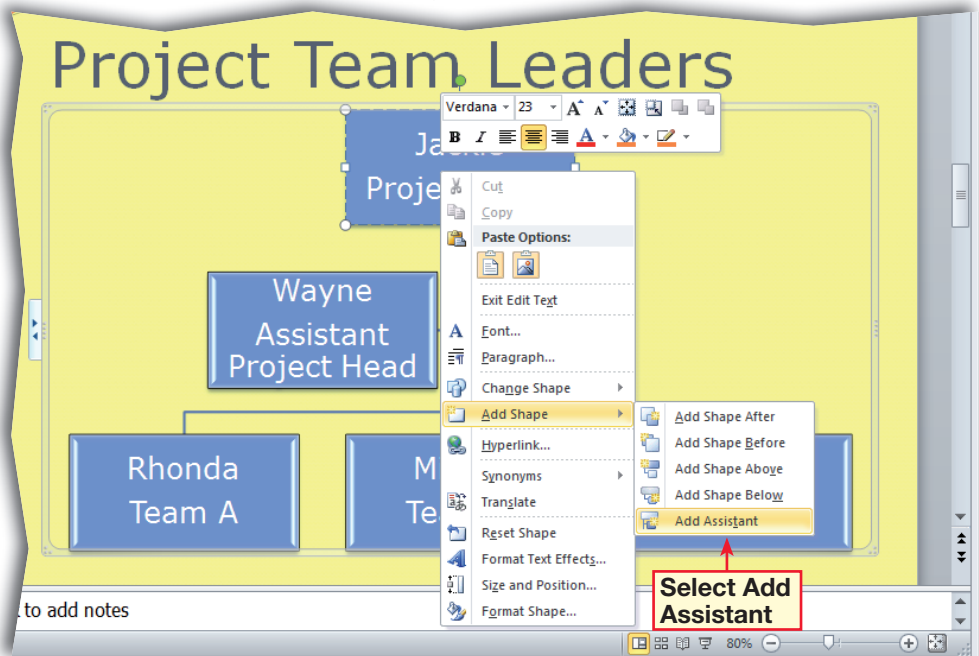
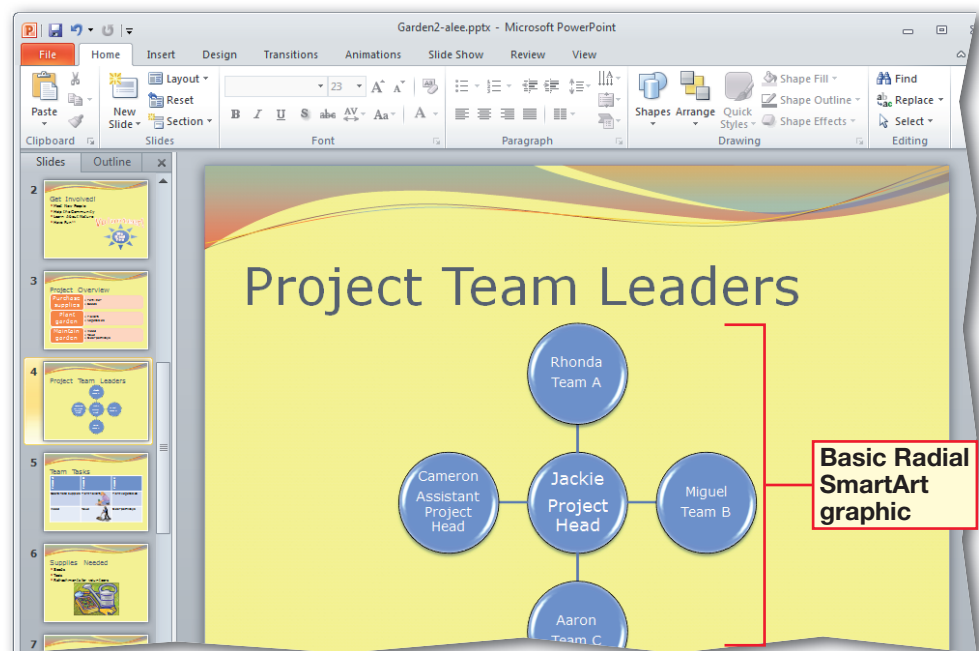


FIGURE 1.26 Modified SmartArt graphic



Step-By-Step



1 Choose **File>New**. In **Backstage** view, under **Available Templates and Themes**, click **Sample templates**. Scroll down and click **Quiz Show**. Click **Create**. Save the file as: **Quiz-[your first initial and last name].pptx**.

2 In **Slide 1**, delete the text in the text box at the bottom of the slide. Key: **Advanced PowerPoint Techniques**. Press **ENTER**. Key: **By [your name]**.

3 Press and hold down **CTRL** while clicking **Slides 2 and 3**. Right-click and select **Delete Slide**.

4 Click **Slide 2**. Delete the text **The Sun is a star**. Key: **When you give a presentation, it is important to know your audience.** (See Figure 1.27.)

5 Click **Slide 3**. Delete the text **What is the name of our galaxy?** Key: **You can quickly change the colors and style of your presentation using what tool?**

6 Delete the text **The Milky Way**. Key: **Themes**.

7 **iCHECK** Your screen should look like Figure 1.28.

Continued on the next page.

EXERCISE 1-14

Create a Presentation from a Template



PowerPoint provides several templates, or preformatted slide shows, for creating presentations. You can enter text into placeholder text boxes, or delete placeholders and slides from a template as well as change the layout or other formatting for readability or to improve the design.

FIGURE 1.27 New text in placeholder text box and slides deleted

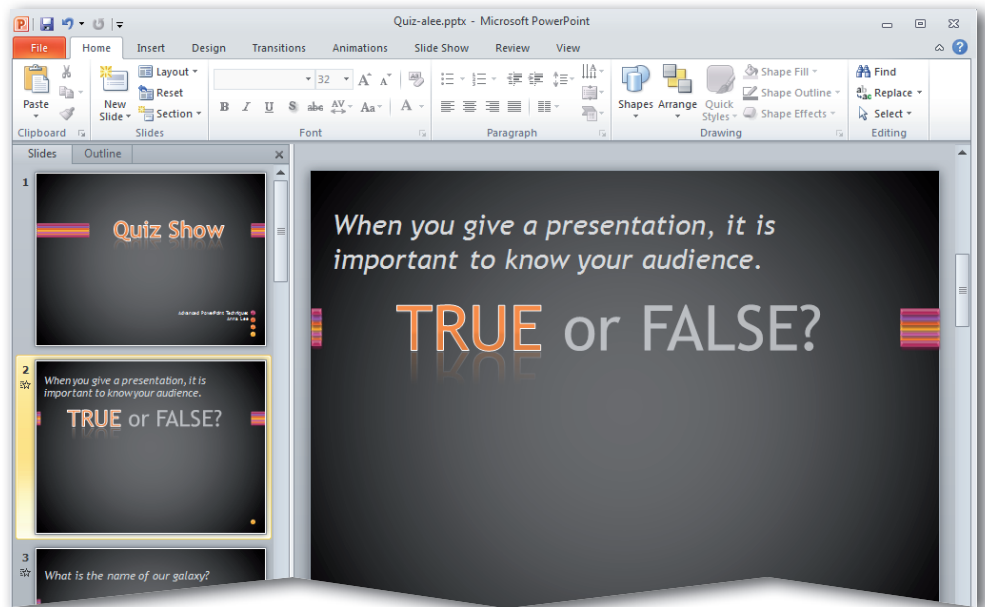
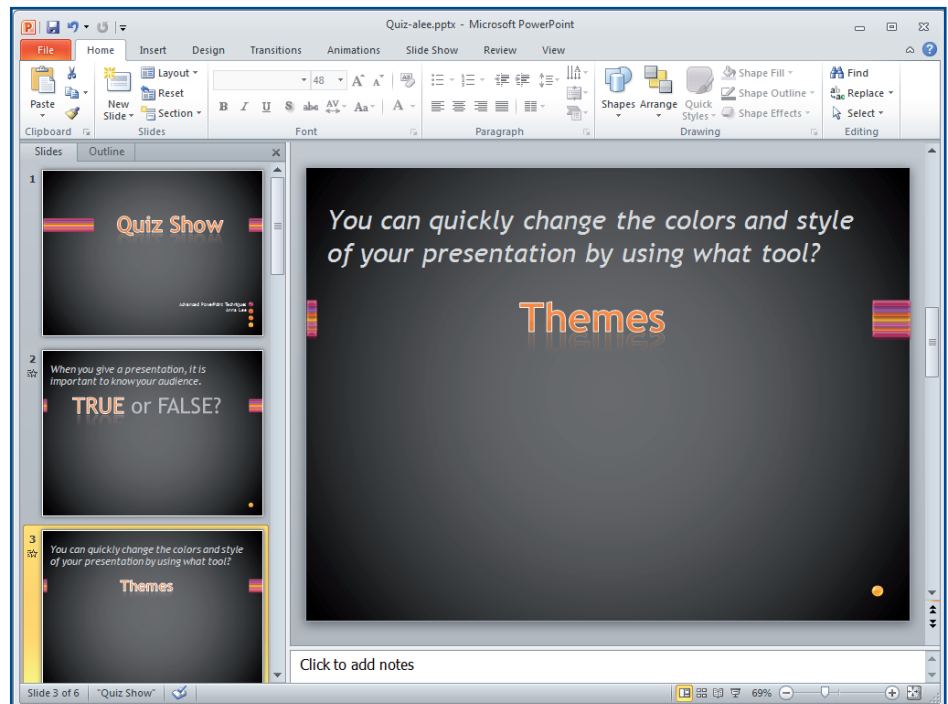


FIGURE 1.28 Reformatted question and answer



Step-By-Step

8 Click **Slide 4**. Delete the text **How many planets in the solar system have rings?** Key: **How many groups of tools can you find on the Design tab?**

9 In the second text box, key: **Three**. In the third text box, key: **Page Setup, Themes, and Background** are all located on the **Design** tab.


10 In **Slide 5**, delete the question. Key: **What is slide orientation?**

11 Key the answers shown in Figure 1.29.

12 Open the data file **Matching.docx**. Copy and paste each item from the list into the text boxes in **Slide 6**. (See Figure 1.30.)

13 Adjust the size of each text box to make the text easier to read.

14 **! CHECK** Your screen should look like Figure 1.30.

15 Choose **Slide Show > Start Slide Show > From Beginning** .

16 Save and close your file.

 *Continue to the next exercise.*

EXERCISE 1-14 (Continued)

Create a Presentation from a Template



FIGURE 1.29 Multiple-choice slide

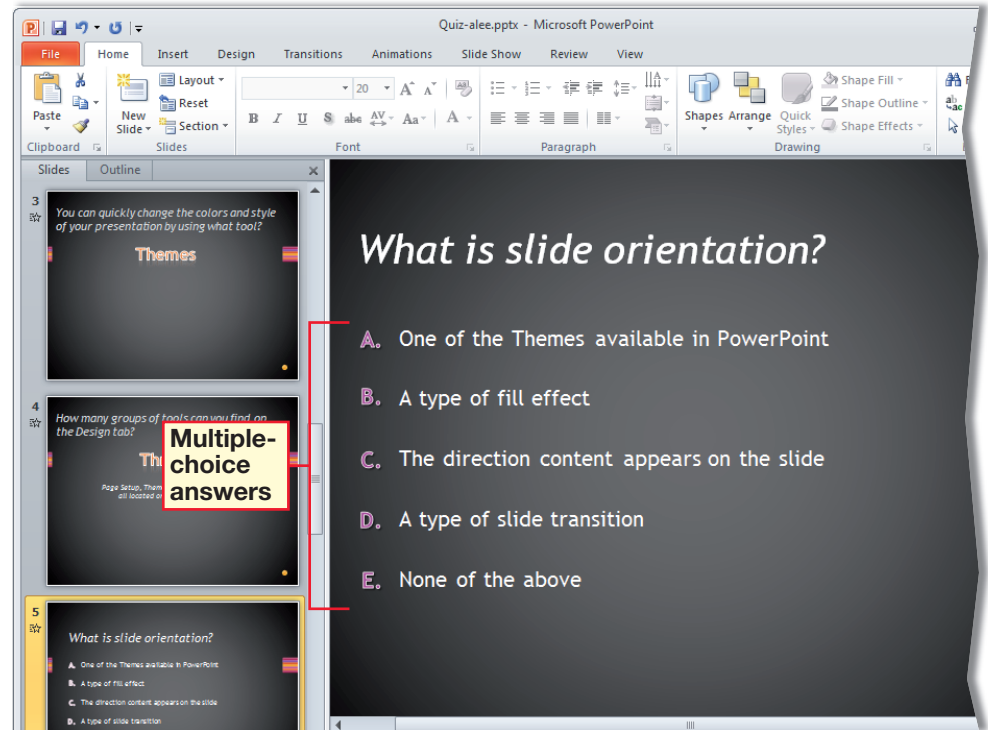
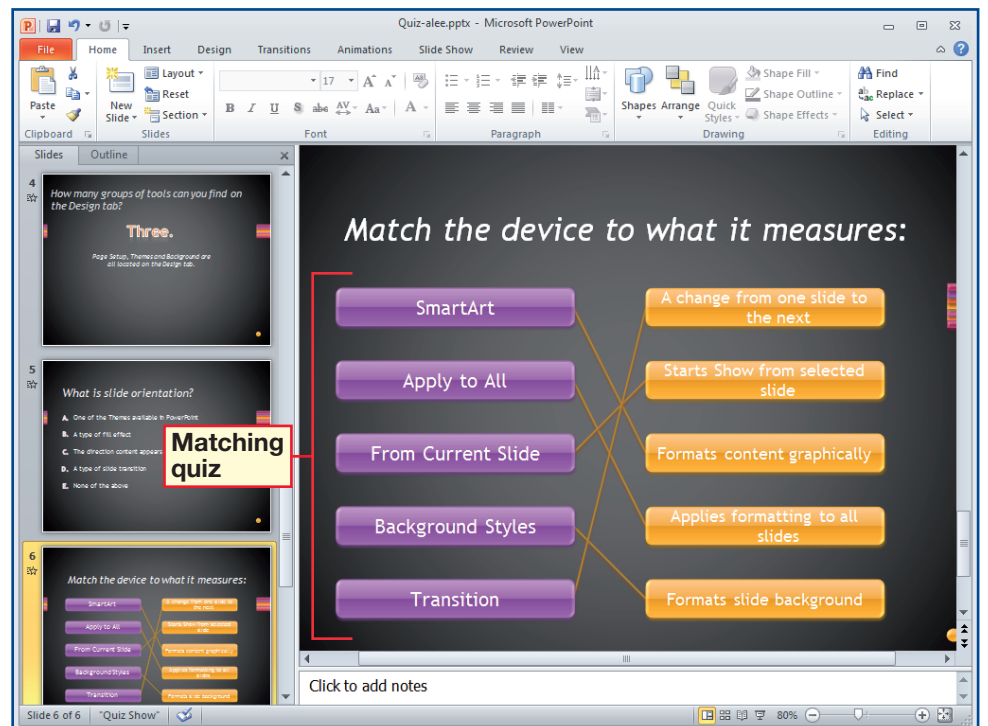



FIGURE 1.30 Matching slide



Step-By-Step



- 1** Open **PowerPoint 2010**. Choose **File>New>Available Templates and Themes**.
- 2** Click **Sample templates**. Select **Contemporary Photo Album** and click **Create**.
- 3** **iCHECK** Your screen should look like Figure 1.31. Click through each slide in the photo album. Read the content on each slide. Choose **File>Close**.
- 4** Choose **File>Insert>Images>Photo Album** . The **Photo Album** dialog box opens.
- 5** In the **Photo Album** dialog box, under **Album Content**, click the **File/Disk** button. Follow your teacher's directions to navigate to the data files in the **Office Party** folder.
- 6** Select the data file **party01.jpg**. Click **Insert**. In the **Photo Album** dialog box, under **Insert text**, click the **New Text Box** button.

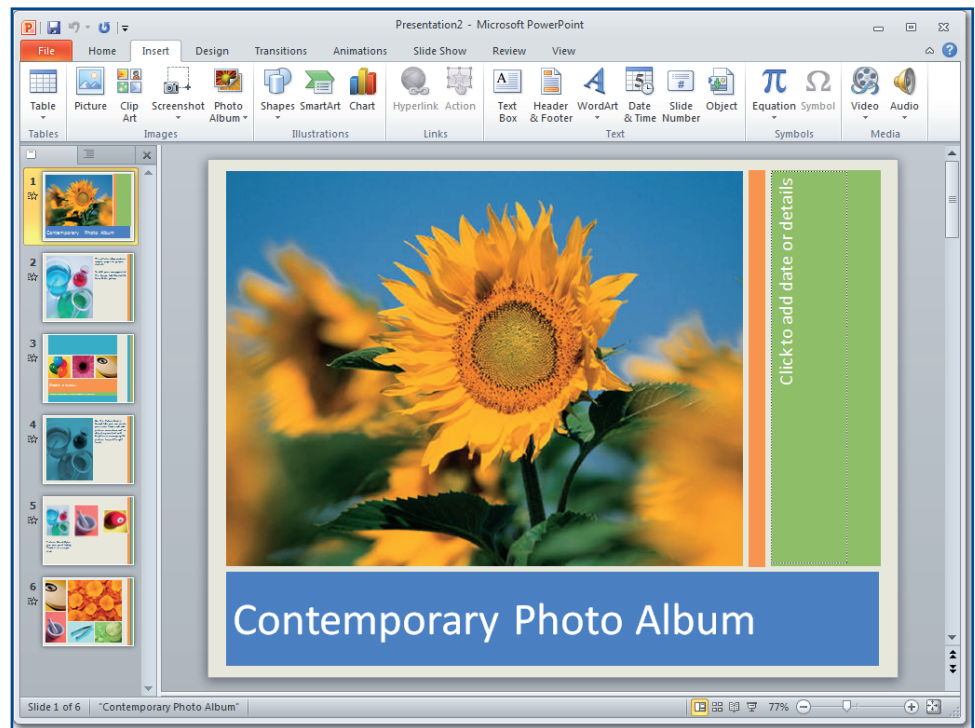
 *Continued on the next page.*

EXERCISE 1-15: Create a Photo Album Presentation



In Microsoft Office PowerPoint 2010, you can create a photo album presentation to display pictures. Office.com provides several photo album templates, or preformatted photo slide shows, for download, or you can create your own presentation based on a set of pictures. When creating a photo album presentation, you can determine how each picture will display on a slide, and add effects like transitions, backgrounds, and themes. You can also add captions, adjust the order and layout of each slide, and add frames around each picture. In this exercise, you will create a photo album presentation to share the pictures taken at this year's office party.

FIGURE 1.31 Contemporary Photo Album template in PowerPoint



You Should Know

To change the order of pictures in your photo album, open the **Edit Photo Album** dialog box, select a picture in the **Pictures in album** list and use the up and down arrow buttons to move the picture up or down in the list.

Step-By-Step

7 Under **Album Layout**, click the **Picture layout** drop-down arrow and select **1 picture with title**. Change the **Frame shape** to **Simple Frame, White**.

8 Under **Theme**, click **Browse**. Scroll down and select the **Pushpin theme (Pushpin.thmx)**. Click **Select**.

9 Under **Picture Options**, click the check boxes before **Captions below ALL pictures** and **ALL pictures black and white**.

10 **! CHECK** Your screen should look like Figure 1.32. Click **Create**.

11 Click **Insert>Images** and click the **Photo Album** drop-down arrow. Select **Edit Photo Album**.

12 In the **Edit Photo Album** dialog box, under **Picture Options**, clear the check box in front of **ALL pictures black and white**. Change the **Picture layout** to **4 pictures**.

13 Click the **File/Disk** button and navigate to and select the **party02.jpg** data file. Click **Insert**.

14 **! CHECK** Your screen should look like Figure 1.33.

 *Continued on the next page.*

EXERCISE 1-15 (Continued) Create a Photo Album Presentation



FIGURE 1.32 Photo Album dialog box

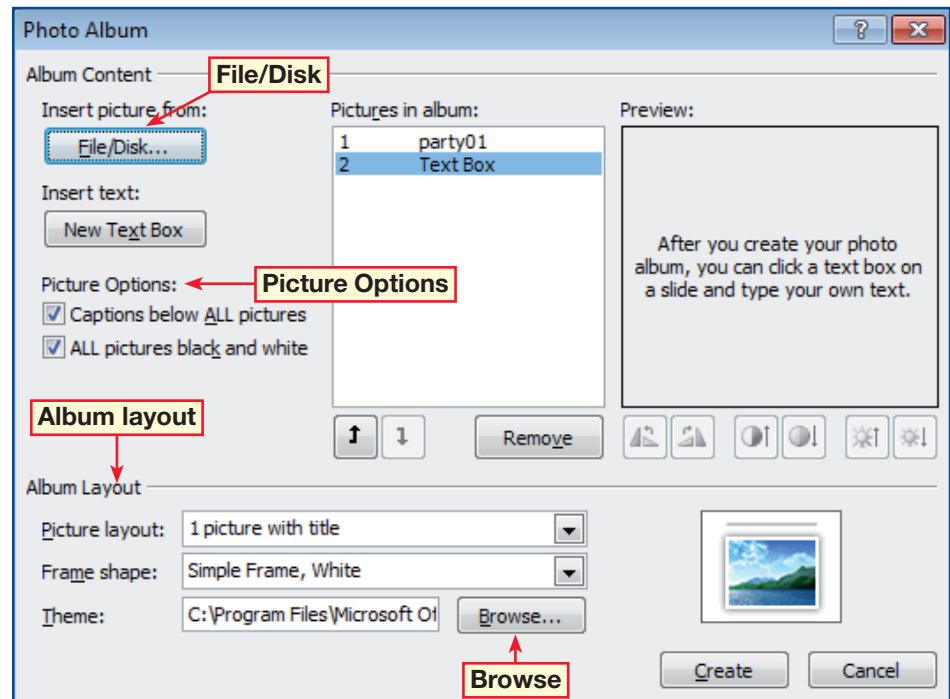
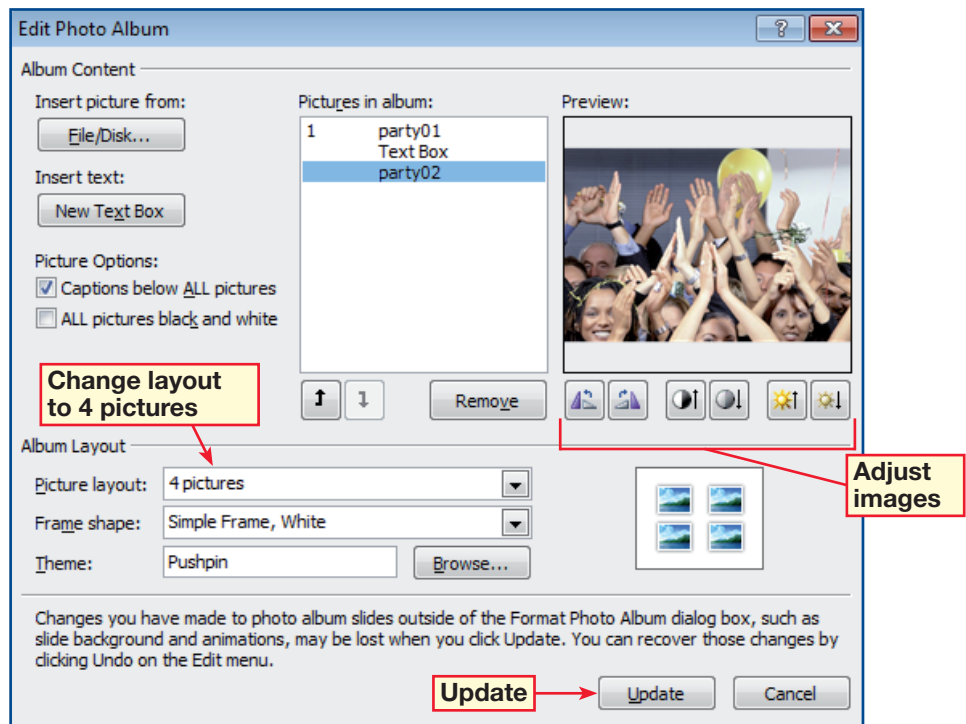


FIGURE 1.33 Edit Photo Album dialog box



Step-By-Step

- 15** Under the **Preview** window, use the **Rotation**, **Brightness**, and **Contrast** buttons to adjust each image. Click **Update**.
- 16** Save the file as: **PhotoAlbum-[your first initial and last name]**. (For example, *PhotoAlbum-alee*.)
- 17** **CHECK** Click **Slide 2**. Your screen should look similar to Figure 1.34.
- 18** Use the **Edit Photo Album** dialog box to add the remaining pictures in the **Office Party** folder to the photo album.
- 19** When you are finished, give the photo album a title. Then reorder the images, change the theme or layout, and add captions, effects, and slide transitions as you see fit.
- 20** Carefully preview your photo album. Be sure to proofread each slide. When finished, save and close your file.

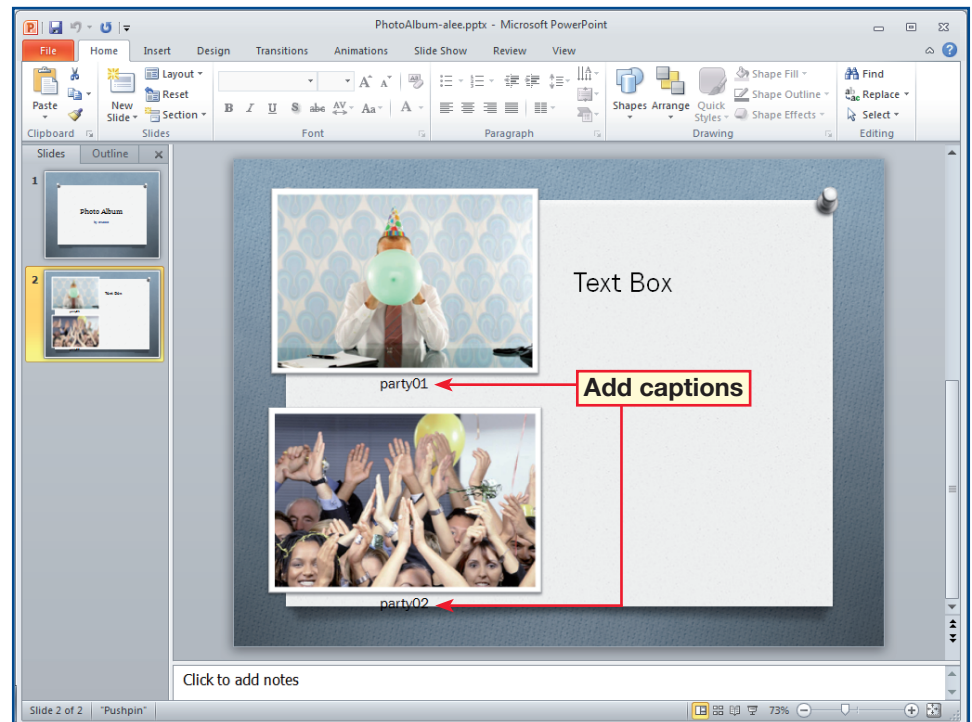
Tech Tip

To add your own pages to a photo album template, click the **Home** tab, then click the **New Slide** gallery.

EXERCISE 1-15 (Continued) Create a Photo Album Presentation



FIGURE 1.34 Photo Album presentation updated to include pictures on Slide 2



21st Century WORKPLACE

Demonstrating Leadership

Jessie Chen works for a printer and is responsible for printing the Smyth-Jackson wedding invitations. Two members of Jessie's team are out sick, one of the copiers is being repaired, and the deadline is that day. Jessie pulls two other employees from their current jobs. She calmly explains to them that they will need to pitch in. She encourages her team by having dinner delivered to the office.

What would you have done if you were in Jessie's position? Among other things, leadership means motivating others, and setting an example in stressful situations. New employees learn from more experienced workers. If you have experience, remember that others may be looking to you for leadership.

MEET THE MANAGER

Jeff Ferris is the owner of Ferris Wheel Bike Shop in Boston, Massachusetts. Jeff points out that in a small business, new hires need to learn both the basics of their job and how the whole business works. Gaining leadership skills is part of that learning process. "New employees need to know what they can take care of themselves. And they need to know when to ask a more experienced person for guidance."



Opportunities to lead may arise suddenly.

SKILLBUILDER

- 1. Identify** Think of the teachers, coaches, parents, classmates, and coworkers that you come in contact with every day. Whom would you label a leader? Whom would you label a follower? Why did you choose those examples?
- 2. Evaluate** Look at your list of leaders. What do you think makes each person on your list a good leader? Why would leadership skills be helpful to an entry-level employee?
- 3. Design** Create a PowerPoint presentation for employees on the subject of leadership. Your presentation should cover two topics: (1) When should a new employee show leadership? (2) When should a new employee accept the leadership of a higher-level worker?
- 4. Analyze** Use the Internet to research the CEO or manager of a company that interests you. What makes that person an effective leader? Use information from your research to support your answer.



Vocabulary

Key Terms

bevel

chart title

column

compress

fill effect

indent

legend

line style

margin

Quick Styles

orientation

Paste Special

rotation handle

Shape Outline

SmartArt

vertical alignment

Academic Vocabulary

effect

highlight

organize

reflect

Review Vocabulary

Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.

- The _____ allows you to add a solid color, gradient, or texture to a text box. (p. 287)
- Drag the _____ in the direction that you want to rotate, or turn, a text box and its contents. (p. 283)
- _____ is another term for text direction. (p. 283)
- PowerPoint offers several tools that allow you to _____ important information that you may want to call attention to in the presentation. (p. 283)
- A(n) _____ refers to the amount of space between the text and the edge of the text box. (p. 284)

Vocabulary Activity

- Key the vocabulary terms from this lesson in the **Quiz Show** template in PowerPoint. Add and delete slides as needed. When you complete the presentation, test yourself and your classmates by running through the presentation and answering all the questions.

Review Key Concepts

Answer the following questions on a separate piece of paper.

- Which of the following refers to the space between the margin and the text in the text box? (p. 284)

A. Shape Outline	C. Indent
B. Orientation	D. Margin
- The Columns button is located in which group? (p. 285)

A. Editing	C. Home
B. Drawing	D. Paragraph
- Which button would you use to convert a bulleted list to SmartArt? (p. 294)

A. Convert to SmartArt Graphic	C. Shape Effects
B. Shape Outline	D. Quick Styles
- Which of the following allows you to specify the file format of information you are pasting from another file or application? (p. 286)

A. Paste	C. Compress Pictures
B. Paste Special	D. Paste as Hyperlink
- Which of the following allows you to create a presentation based on a set of pictures? (p. 298)

A. File>New>New Presentation	C. Insert>Images>Pictures
B. Insert>Images>Photo Album	D. Insert>Images>Presentation

Step-By-Step

- 1 Start **PowerPoint**. Open your **Garden2.pptx** file. Save the file as: **Volunteer-[your first initial and last name]1**.
- 2 **iCHECK** Your screen should look like Figure 1.35.
- 3 On the **Slides** tab, click **Slide 1**, if necessary.
- 4 On the lower-left corner of the slide, click the text box that contains the URL.
- 5 Press **DELETE**.
- 6 **iCHECK** Your screen should look like Figure 1.36.
- 7 Save and close your file.

1. Remove a Text Box

Follow the steps to complete the activity.

FIGURE 1.35 Volunteer presentation

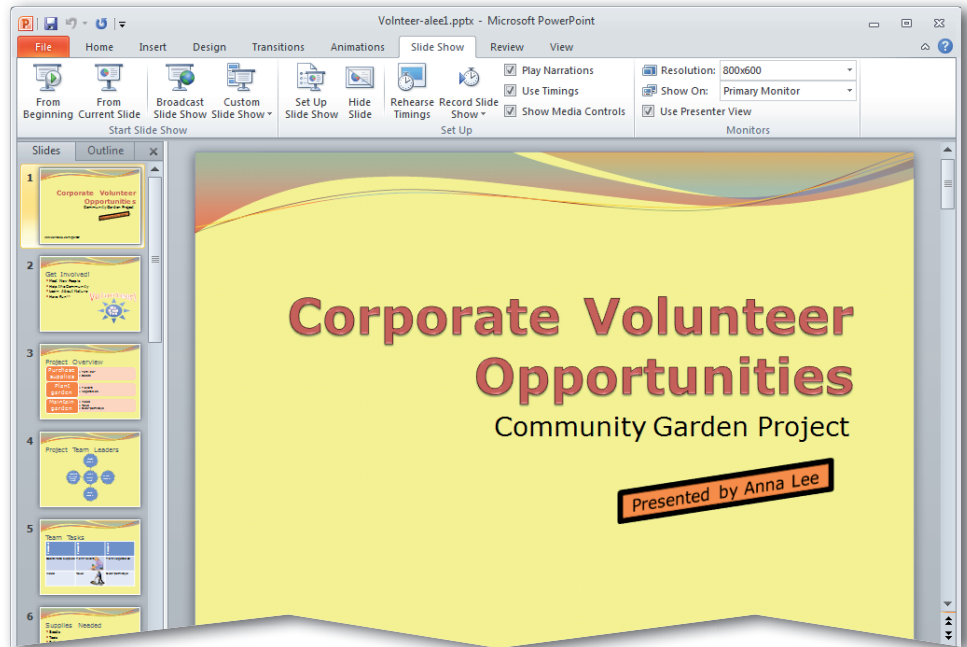
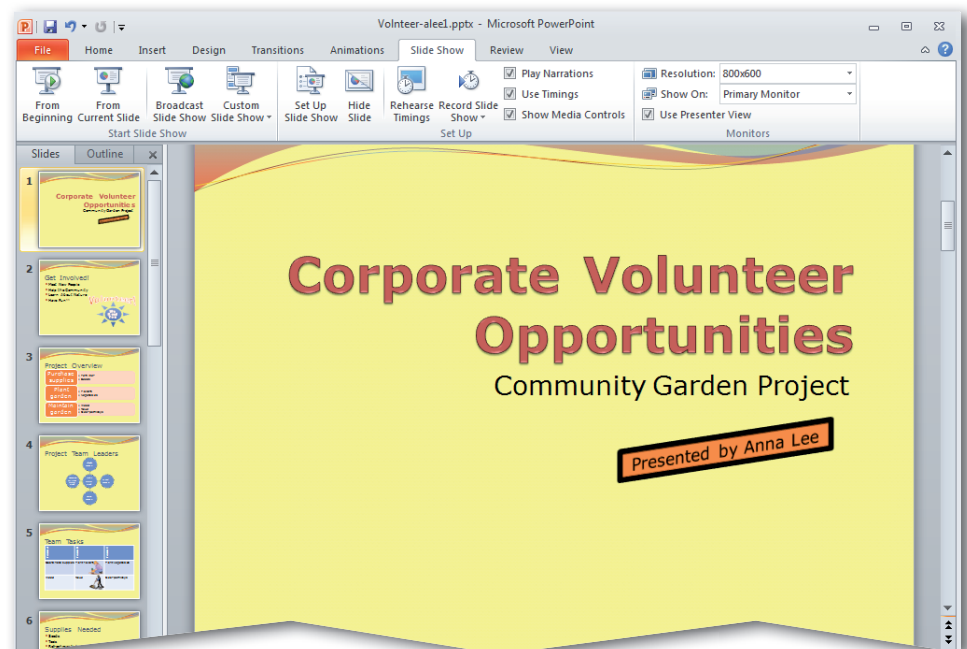


FIGURE 1.36 Text box removed



LESSON

Practice It Activities

Step-By-Step

- 1 Open your **Volunteer-1.pptx** file. Save as: **Volunteer-[your first initial and last name]2**.
- 2 Select **Slide 1**. Click the edge of the **Presented by Anna Lee** text box. Press **DELETE**.
- 3 Choose **Insert>Text>Text Box** and insert a new text box below **Community Garden Project**.
- 4 Key: **Created by Anna Lee**.
- 5 **iCHECK** Your screen should look like Figure 1.37.
- 6 Choose **Home>Drawing Shape Fill**.
- 7 Under **Theme Colors**, select **Blue Accent, 2**.
- 8 Choose **Home>Drawing>Shape Effects**. Select **Preset 4**.
- 9 **iCHECK** Your screen should look like Figure 1.38. Save and close your file.

2. Insert and Format a Text Box

Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.

FIGURE 1.37 New text box inserted

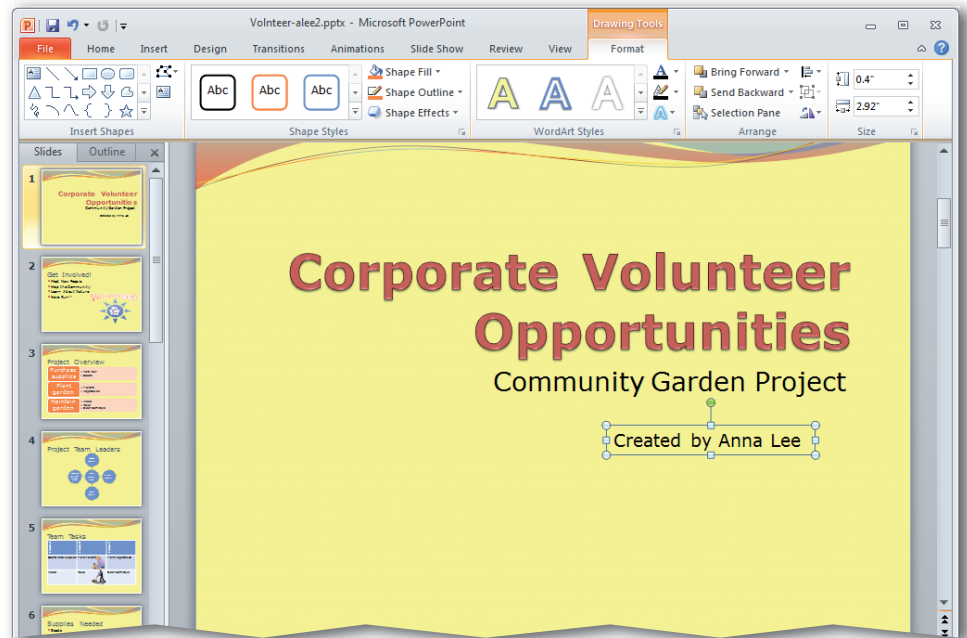


FIGURE 1.38 Formatted text box



Step-By-Step

- 1 Open your **Volunteer-2** file. Save as: **Volunteer-[your first initial and last name]3**.
- 2 Select **Slide 6** on the **Slides** tab.
- 3 Select the text box containing the bulleted text.
- 4 Select the text **Refreshments for volunteers**. Key: **Food**. Press **ENTER**. Key: **Drink**.
- 5 **iCHECK** Your screen should look like Figure 1.39.
- 6 With the text box still selected, choose **Home>Paragraph>Columns>Two Columns**.
- 7 Click before the **F** in the bullet **Food**. Press **ENTER** until the two bullets are at the top of the second column.
- 8 **iCHECK** Your screen should look similar to Figure 1.40.
- 9 Save and close your file.

3. Create Columns in Text Boxes

Follow the steps to complete the activity. You must complete Practice It Activity 2 before doing this activity.

FIGURE 1.39 Bullets modified

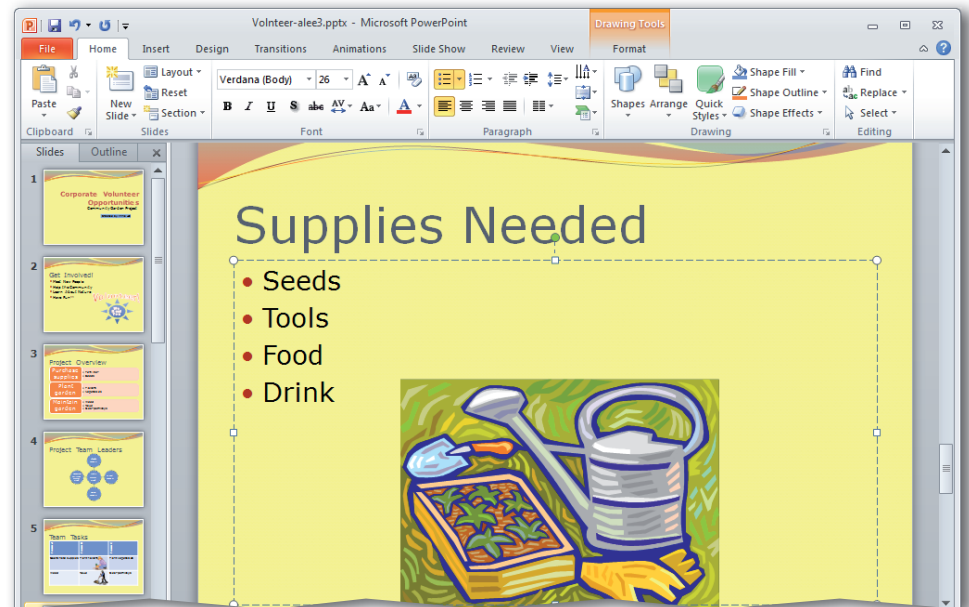
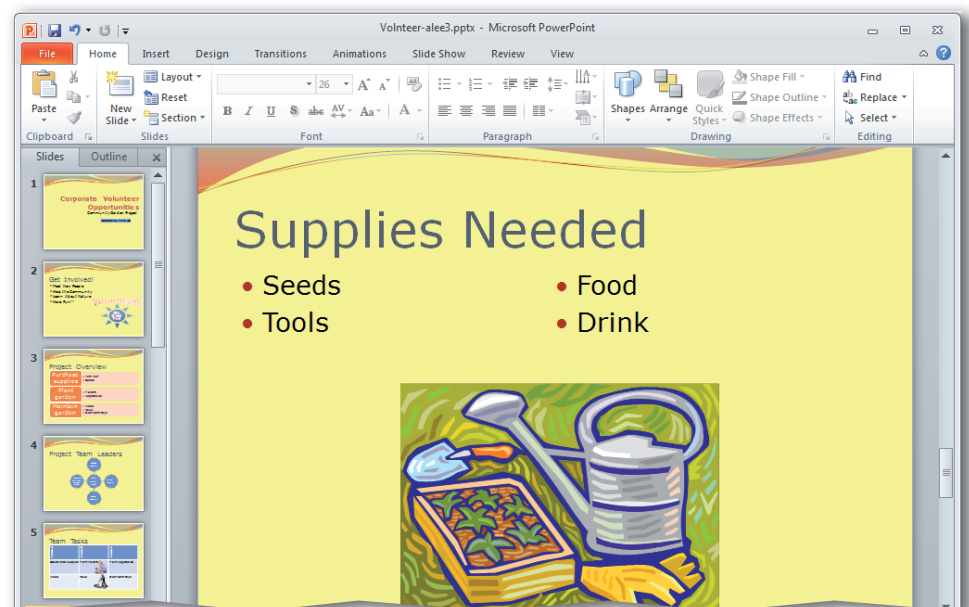


FIGURE 1.40 Bulleted list displayed in two columns



Step-By-Step

- 1 Open your saved **Volunteer-3** file. Save as: **Volunteer-[your first initial and last name]4**.
- 2 Select **Slide 6** on the **Slides** tab. Click the bulleted text.
- 3 Convert the list to a **Vertical Block List** SmartArt graphic.
- 4 **!CHECK** Your screen should look like Figure 1.41.
- 5 Resize the **SmartArt** to half its original size.
- 6 Center the gardening image to the right of the **SmartArt**. Use the **Picture Tools** to format the graphic as you see fit.
- 7 With the image still selected, click **Compress Pictures**. In the **Compress Pictures** dialog box, make sure the **Target output** is set as **Screen (150 ppi): good for Web pages and projectors**. Click **OK**.
- 8 **!CHECK** Your screen should look similar to Figure 1.42. Save and close your file.

4. Create SmartArt from Bulleted Text and Format and Compress an Image

Your manager reviewed your presentation for the Community Garden Project and suggested some changes. You first need to create a SmartArt graphic for the bulleted text on Slide 6. Your manager then wants you to format the image and then compress the image's file size to reduce the file size of the presentation.

FIGURE 1.41 Bulleted list converted to SmartArt



FIGURE 1.42 SmartArt with image compressed



LESSON

You Try It Activities

Step-By-Step

- 1 Open your saved **Volunteer-4** presentation.
- 2 Save the file as: **Volunteer-[your first initial and last name]5**.
- 3 Select **Slide 4** on the **Slides** tab. Right-click the shape in the center of the **SmartArt** graphic that contains the text **Jackie Project Head**. The **SmartArt Tools** open.
- 4 Choose **Add Shape>Add Shape Below**.
- 5 Key: **Wayne Team D**. Click outside the shape.
- 6 **iCHECK** Your screen should look like Figure 1.43.
- 7 With the graphic still selected, click the **Design** tab. In the **Layouts** group, click **More** and select **Radial Cycle**.
- 8 **iCHECK** Your screen should look like Figure 1.44.
- 9 Save and close your file. Exit **PowerPoint**.

5. Update and Modify a SmartArt Graphic

Your manager has also asked you to update and modify the SmartArt graphic in Slide 4 of your presentation.

FIGURE 1.43 New shape added to SmartArt

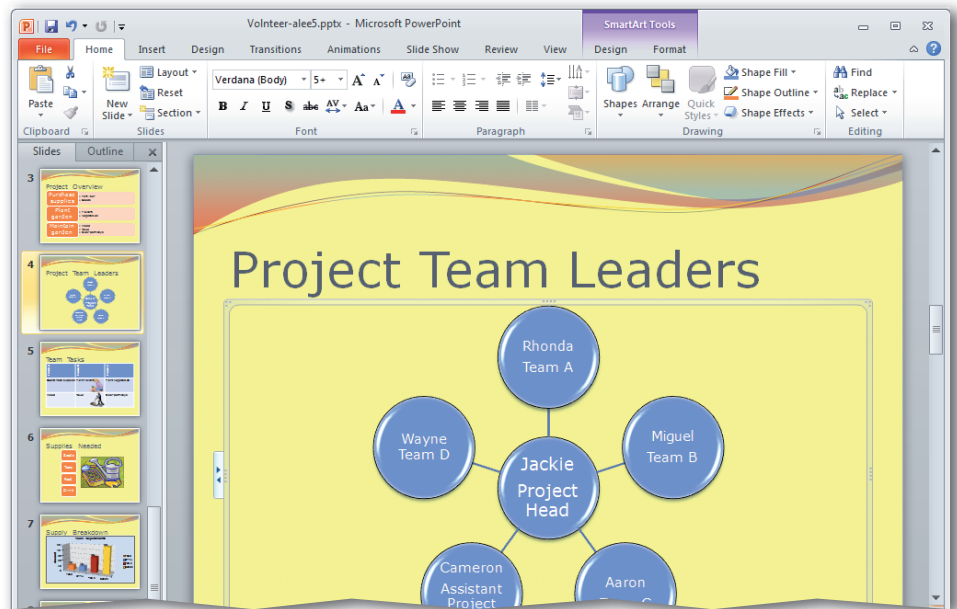
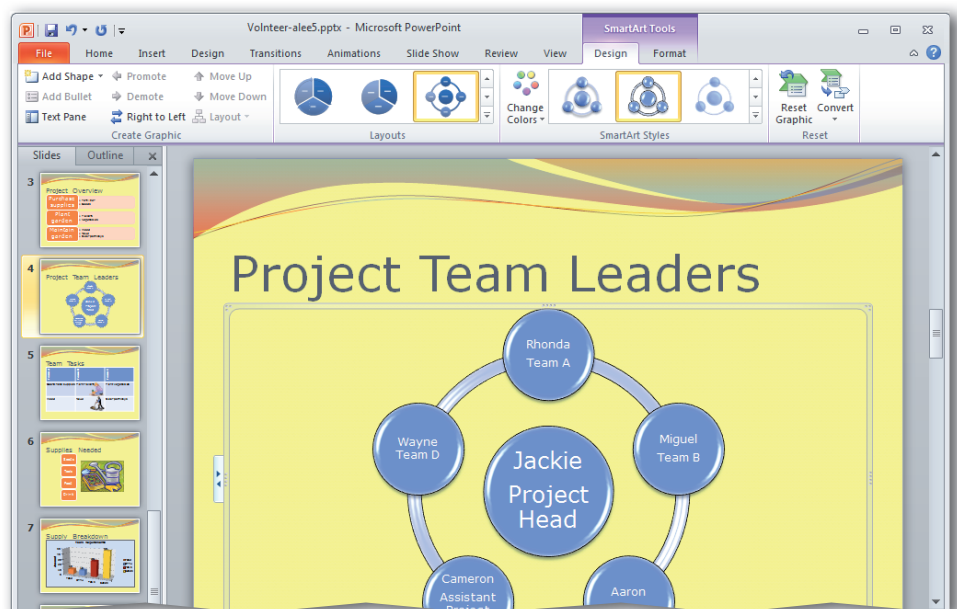


FIGURE 1.44 Modified SmartArt graphic



6. Beyond the Classroom Activity



Language Arts: Set Career Goals Think about a career that interests you. Research the career and detail the skills and knowledge you would need in order to pursue it. Open a Word document and key three paragraphs:

- Identify the career you have chosen and why. Use the Internet or the classified section of a newspaper to help you locate job descriptions.
- Describe three skills needed for the career you have chosen.
- List three personal skills or qualities you think will help you succeed in this career.

Save your work as: **adv-p1rev-[your first initial and last name]6**.

7. Standards at Work Activity



Microsoft Office Specialist Correlation

PowerPoint 3.4 *Manipulate SmartArt.*

Create a Diagram Images are an important way to highlight key information. Your teacher has asked you to document your career research using a SmartArt graphic.

- Using what you wrote in your **adv-p1rev-6** file, create a slide that outlines the skills needed for your chosen career.
- Add a Title and format the information in a bulleted list.
- Convert the bulleted list to a SmartArt Graphic.
- When finished, with your teacher's permission, print the first page of your presentation.

Save your file as: **adv-p1rev-[your first initial and last name]7**.

8. 21st Century Skills Activity

Set Career Goals Plan a PowerPoint presentation that highlights how you plan to develop the skills needed for the career you have chosen.

- Include one or two lines of text on each slide that explain how you will reach your goal of acquiring each skill.
- Format your presentation so that it will make a good impression on an audience.
- Insert at least one chart, SmartArt graphic, or image into your presentation. Use the skills you learned about adding a hyperlink to a chart to link the graphic or image to your original **adv-p1rev-6** file.

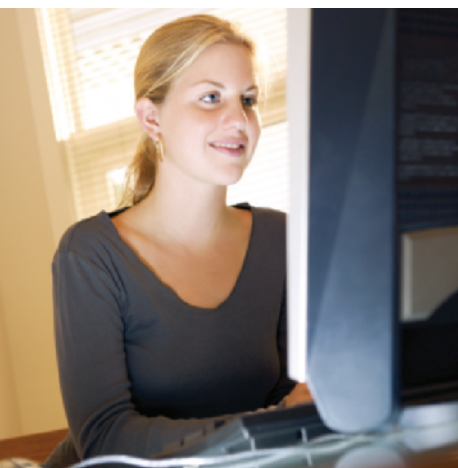
Save your work as: **adv-p1rev-[your first initial and last name]8**.

Before You Begin

Have a Plan To develop a good presentation, you need to plan what you want to include before you create each slide. These projects teach you how to plan an informative presentation.

Reflect Once you complete the projects, open a Word document and answer the following questions:

1. Which steps must you complete in the presentation planning process?
2. When you were “planning,” which skills did you discover you already use on a daily basis? How can you use these skills in a classroom setting?
3. What is the hardest part of planning a presentation?

**9. Create a Presentation**

Language Arts: Insert Text Boxes You are in charge of planning a one-week family trip to Europe. Use the Internet or another method of research (such as your school library) to find information about five cities of your choice and popular attractions in each city. Create an outline for a presentation for your family for the trip’s activities. In your outline:

- Identify the names of cities you will visit.
- Include a summary about each city’s climate, lifestyle, and history.
- Identify the attractions you will visit in each city.

When you are finished, use the outline to construct a photo album presentation that includes at least five slides. Use text, captions, and black and white images. Format, adjust, and compress the images as you see fit. Save your presentation as: **adv-p1rev-[your first initial and last name]9**.

10. Format a Presentation

Language Arts: Apply Quick Styles Your family was pleased with your presentation, but now they want you to adapt the presentation as an itinerary to use while on the trip. Think about how the presentation will look when it is printed. Then, adapt your **adv-p1rev-9** presentation to be used as an itinerary. In your presentation:

- Use the Quick Styles gallery to format and modify the text boxes on each slide in your presentation.
- Apply fill, line, and visual effects to text boxes.
- With your teacher’s permission, print the presentation.

Save as: **adv-p1rev-[your first initial and last name]10**.

11. Revise a Presentation

Language Arts: Compress Pictures Your family is adding a new destination to the trip. Revise your **adv-p1rev-10** file to include the additional city. Remember to format the content for the new slide. When finished, compress the pictures in your handout to reduce its size. Be sure to set your target output for a print document and not a Web page or projector.

- Review your work as a slide show.
- With your teacher’s permission, print the entire handout.

Save as: **adv-p1rev-[your first initial and last name]11**.

Key Concepts

- Insert placeholders
- Apply animation and set presentations to loop
- Broadcast presentations
- Save slides as images
- Add digital signatures to a presentation
- Mark a presentation as final

Standards

The following standards are covered in this lesson. Refer to pages xxv and 715 in the Student Edition for a description of the standards listed here.

ISTE Standards Correlation

NETS•S

2a, 2b, 2d, 3b, 5a, 6a, 6b

Microsoft Office Specialist

PowerPoint

1.2, 2.2, 2.4, 2.5, 2.6,
5.1, 5.2, 5.3, 5.4, 7.1,
7.2, 7.3, 7.4, 8.2



PowerPoint is especially useful when you want to share information between applications. For example, you may want to make slides available for use in Word documents, Web pages, or photo editing applications. In this lesson, you will learn skills for managing presentations. You will save a presentation as a Web file and save slides as images so that they can be made available for use in other applications. You will also learn to fine-tune animation and set presentations to loop continuously to make your presentation more engaging and easier to understand.

21st CENTURY SKILLS

Present Your Ideas Every group, organization, and business improves and grows because of new ideas. For example, one of the volunteers at a soup kitchen might have an idea about recruiting volunteers. An employee at a travel agency might have creative ideas about ways to bring in new customers. Everyone's ideas are important—from the newest employee to the president of the company. Think about when you are in a group and someone asks for ideas. Do you make a suggestion? Or, do you usually keep your ideas to yourself because you are apprehensive about public speaking? As with any skill, practice can help you feel more comfortable and become a better public speaker. *Why is it important to feel comfortable when presenting your ideas to others?*





Before You Read

Interact with the Audience Before starting the lesson, think about the last time you gave a presentation. Did you interact with the audience? Did you provide any notes or handouts to the audience? How did you customize the information you needed for that particular audience? Make a list of ways to increase your interaction with the audience to prepare for your next presentation.

Read To Learn

- Understand basic principles of giving an effective presentation.
- Explore the different ways to manage the authenticity and integrity of your presentation.
- Consider how to format and customize information in a handout.
- Learn how to make your presentation accessible to others by saving it in different file formats and broadcasting it over the Web.

Main Idea

Customizing and managing the content in your PowerPoint presentation can make your slide show more effective and increase its impact.

Vocabulary

Key Terms

broadcast	loop
digital certificate	link
digital signature	password
exit effects	placeholder
handout master	

Academic Vocabulary

These words appear in your reading and on your tests. Make sure you know their meanings.

convey
incorporate
verify

Quick Write Activity



Describe On a separate piece of paper, describe a presentation that you viewed recently. How was the presentation delivered? How well did the presentation's appearance match its message? How was the presentation customized to the message? How well did the contents of all the slides work together? Did the formatting match the goals of the presentation? What aspects of the presentation made it look professional? Include any other details that you remember.

Study Skills

Speak Up When you are in a group and someone asks for ideas, speak up. Before long, this practice will become habit and your public speaking skills will improve. You will be amazed at how easy it will be to share your ideas with others.

Academic Standards

English Language Arts








NCTE 4 Use written language to communicate effectively.

NCTE 5 Use different writing process elements to communicate effectively.

NCTE 12 Use language to accomplish individual purposes.

Step-By-Step



- 1 Start **PowerPoint**. Open the data file **Habits.pptx**. Save as: **Habits-[your first initial and last name]**. (For example, *Habits-alee*.)
 - 2 Choose **View>Master Views>Slide Master** .
 - 3 Choose **Slide Master>Master Layout** and click the **Insert Placeholder**  drop-down arrow. Select **Content** .
 - 4 Click and drag in the lower-left corner of the slide to insert the placeholder (see Figure 2.1). Click **Close Master View** .
 - 5 Click **Slide 1**. Choose **Home>Slides>Layout** . Select **Title Slide**.
 - 6 In the content placeholder, click the **Clip Art** icon .
 - 7 In the **Clip Art** task pane's **Search for** box, key: **health**. Click **Go**. Choose an image similar to the one shown in Figure 2.2. Click the image. Close the task pane. Click the slide.
 - 8 **!CHECK** Your screen should look like Figure 2.2.
 - 9 Save your file.
-  *Continue to the next exercise.*

EXERCISE 2-1 Insert a Placeholder



The **placeholder** is a special box that will hold text, images, and objects. Blank slides have placeholders built into them, or you can add your own. The placeholder makes room for the text or other content you will add.

FIGURE 2.1 Inserted content placeholder

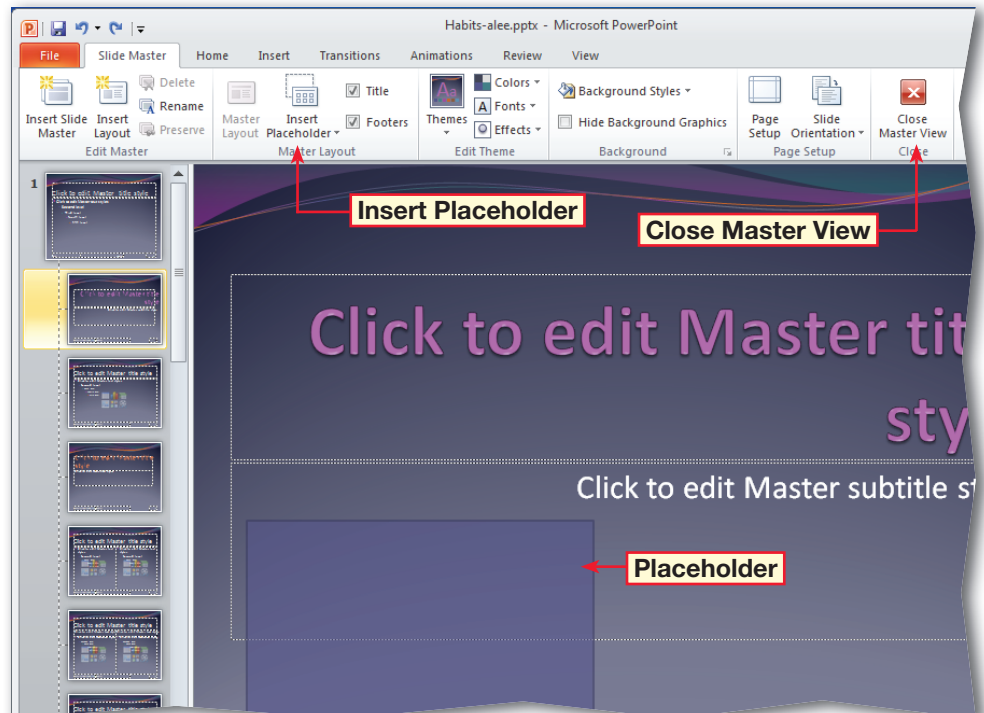
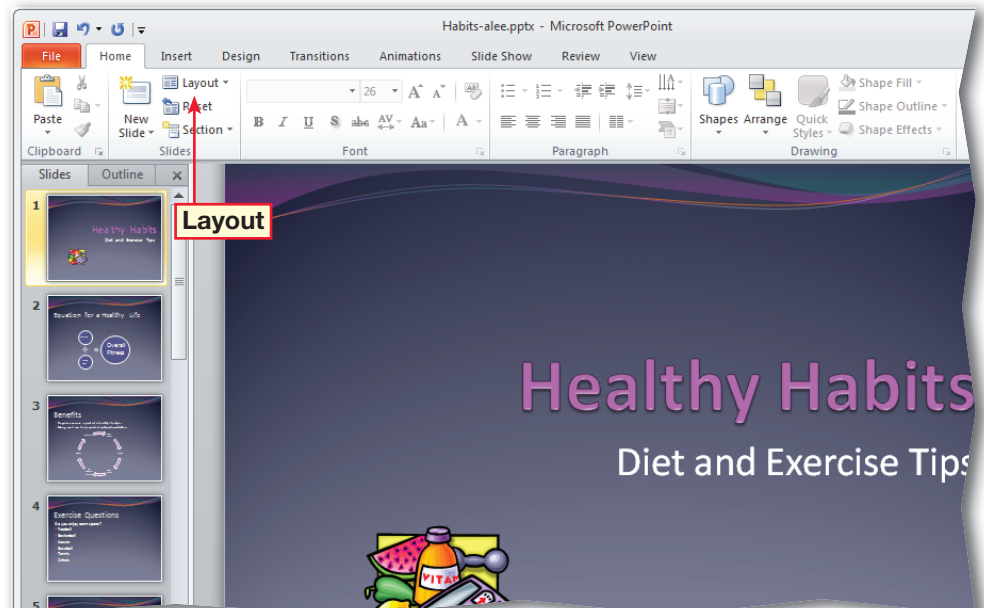







FIGURE 2.2 Clip Art added to the title slide



Step-By-Step

- 1 Click **Slide 2** and click the **SmartArt** graphic placeholder.
- 2 Choose **Animations>Advanced Animation>Add Animation** .
- 3 In the drop-down menu, under **Exit**, select **Fly Out** (see Figure 2.3). Click **Preview** . The object exits at the bottom of the slide.
- 4 Choose **Animations>Animation>Effect Options** . Under **Direction**, click **To Right** .
- 5 In the **Advanced Animation** group, click **Animation Pane** . Click the drop-down arrow for the animation. Select **Timing** and change the duration, or speed, to **3 Seconds (Slow)**.
- 6 **!CHECK** Your screen should look like Figure 2.4.
- 7 Click **OK**. Click **Play**. Close the task pane. Save your presentation.

Continue to the next exercise.

You Should Know

You can animate each individual shape in a **SmartArt** graphic. For example, you can make one shape fly in quickly and another slowly fade in.

EXERCISE 2-2 Insert Exit Effects



Just as you can apply animation effects to individual elements on a slide, such as connectors and pictures, so can you **incorporate**, or add, entrance and **exit effects** to a slide presentation. You can add entrance and exit animation to individual elements or slides to increase the “wow” factor of your slide show. You can also use the Advanced Animation group to add more entrance, emphasis, and exit effects, or motion paths. However, you should avoid using too many effects in your presentation. You want to keep your audience focused on your message, not distracted by too much animation.

FIGURE 2.3 Add Animation drop-down menu

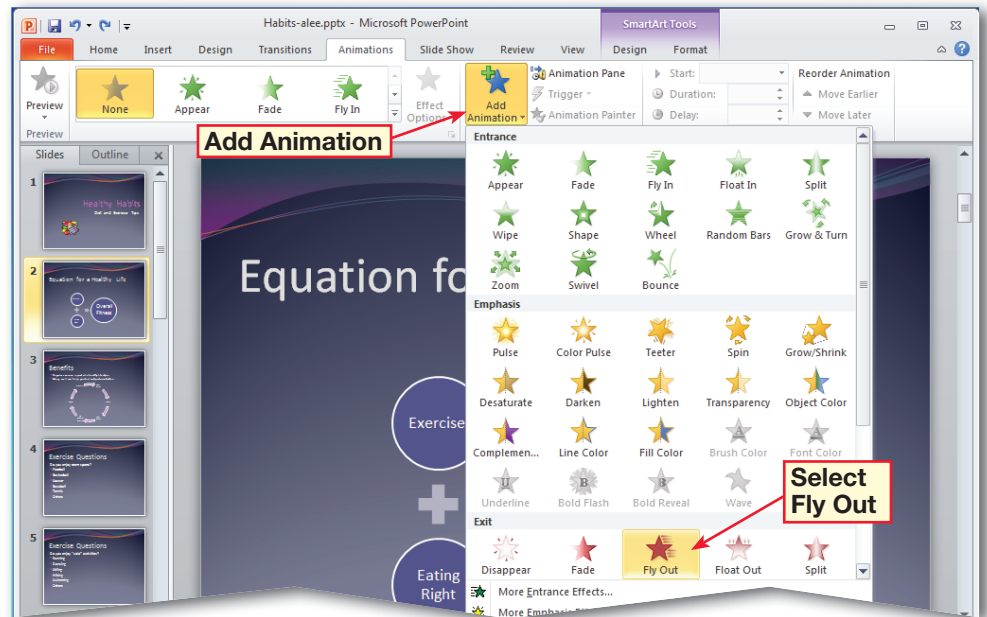


FIGURE 2.4 Applying custom animation to a graphic



Step-By-Step

- 1 Select **Slide 1**. Choose **Transitions>Timing**. Under **Advance Slide**, uncheck **On Mouse Click**.
- 2 In the **After** box, key: **00:03** (see Figure 2.5). Press **ENTER**. Click **Apply To All**.
- 3 Choose **Slide Show>Set Up>Set Up Slide Show**.
- 4 In the **Set Up Show** dialog box, under **Show type**, click **Browsed by an individual (window)**.
- 5 Under **Show options**, click **Loop continuously until 'Esc'**.
- 6 **!CHECK** Your dialog box should look like Figure 2.6. Click **OK**.
- 7 Choose **Slide Show>Start Slide Show>From Beginning**. Watch the presentation and press **ESC**. Save and close the presentation.

Tech Tip

To view presentations side-by-side and work with presentation windows simultaneously, choose **View>Window>Arrange All**.

EXERCISE 2-3 Set Presentations to Loop



Microsoft Office PowerPoint allows you to set your presentation to run and advance automatically. By using automatic slide timings, you can set your slide show to move through the show and **loop**, or start over again, continuously. This feature can be useful at a conference booth, when a presenter may not be available. You may also want to loop a presentation if you will be using it in a situation such as a science fair. This allows people to view your presentation as they pass.

FIGURE 2.5 Timing group on Transitions tab

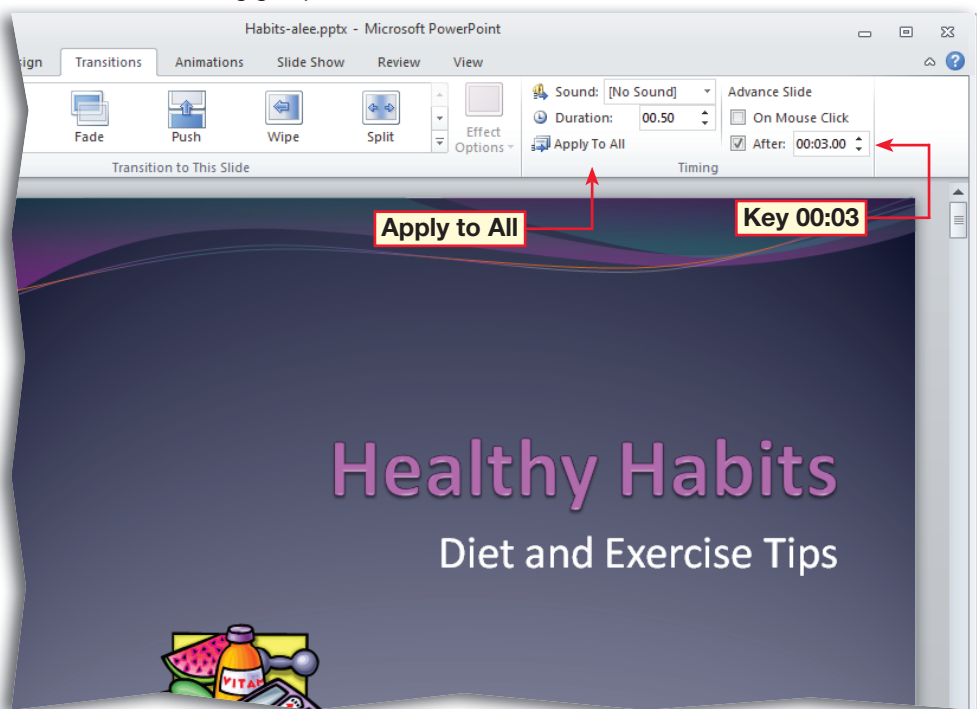
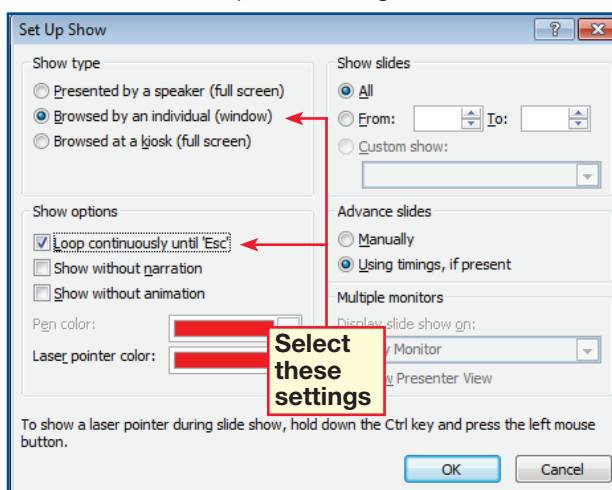


FIGURE 2.6 Set Up Show dialog box



Step-By-Step

- 1 Open your **Habits** file. Choose **Slide Show > Start Slide Show > Broadcast Slide Show**.
- 2 **iCHECK** Your dialog box should look like Figure 2.7.
- 3 Follow your teacher's instructions for logging into **Windows Live**. In the **Broadcast Slide Show** dialog box, click **Start Broadcast**.
- 4 Click **Send in e-mail**. Notice the information that is automatically inserted into the e-mail message.
- 5 **iCHECK** Your screen should look similar to Figure 2.8.
- 6 In the **To** box, key your teacher's e-mail address. With your teacher's permission, click **Send**.
- 7 When your teacher receives the URL for the slide show, and gives you permission, click **Start Slide Show** to begin your broadcast. After you finish the broadcast, press **ESC** and click **End Broadcast**. Click **End Broadcast** again.

➔ Continue to the next exercise.

EXERCISE 2-4 Broadcast Presentations Over the Web

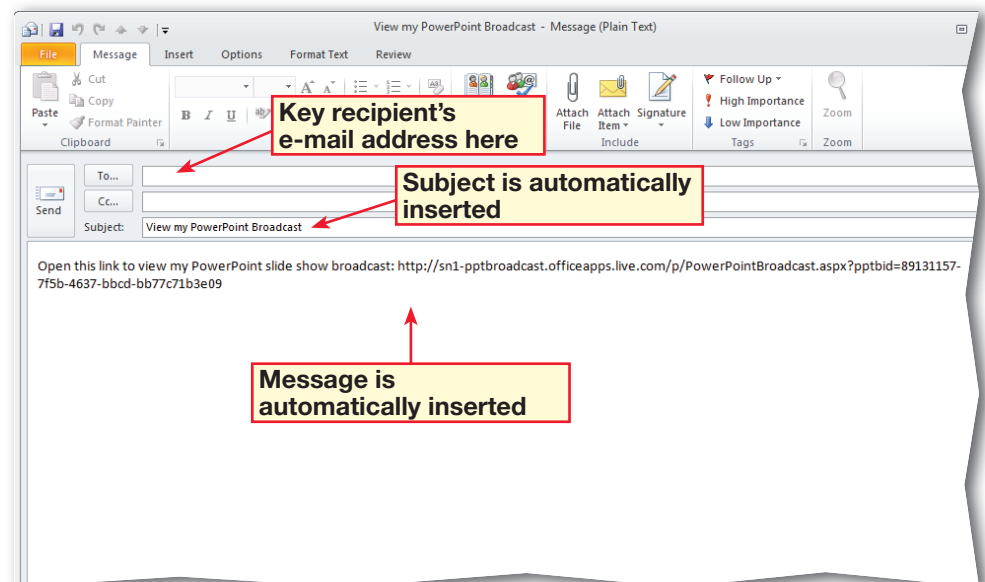


Slide shows can also be broadcasted to remote viewers who can watch the presentation in a Web browser while you present the slide show in PowerPoint. To **broadcast**, or transmit, the slide show over the Internet, you must have a network service, such as PowerPoint Broadcast Service, to host the slide show. Once you have a network service to host the slide show, you can send a **link**, or URL, to make it available to your target audience. When the link is opened, the slide show is displayed in a Web browser. Never broadcast anything over the Web without your teacher's permission.

FIGURE 2.7 Broadcast Slide Show dialog box




FIGURE 2.8 Sending a link to view a slide show broadcast by e-mail



Step-By-Step



1 In your **Habits** file, choose **Design>Page Setup>Page Setup** . In the **Page Setup** dialog box, under **Slides sized for**, select **35mm Slides**. Click **OK**.

2 Choose **File>Save & Send>Change File Type**. Under **Image File Types**, select **JPEG File Interchange Format (*.jpg)**.

3 **!CHECK** Your screen should look like Figure 2.9.

4 Ask your teacher where you should save your file.

5 Click **Save As**. Click **Save**. In the dialog box, click **Every Slide**. In the information box that opens, click **OK**. Minimize your **PowerPoint** window.

6 Navigate to the folder where you saved the file and open the **Habits** folder. Click **Slide1.jpg**.

7 In your folder, click the **More options** drop-down arrow for **Change your view**. Select **Extra Large Icons**.

8 **!CHECK** Your screen should look like Figure 2.10. Close the window. Maximize **PowerPoint**.

 *Continue to the next exercise.*

EXERCISE 2-5 Save Slides As Images



You can use the PowerPoint slides you create for your presentation as images for other applications and situations. You can save a slide as a graphic and include it in Word documents or Web pages, or work with it in photo editing applications. You can save individual slides or the entire presentation as GIF, JPG, PNG, TIF, or BMP files for later use. In this exercise, you will also change the size of the slides to make them into 35 mm slides.

FIGURE 2.9 Export to the JPEG image file type

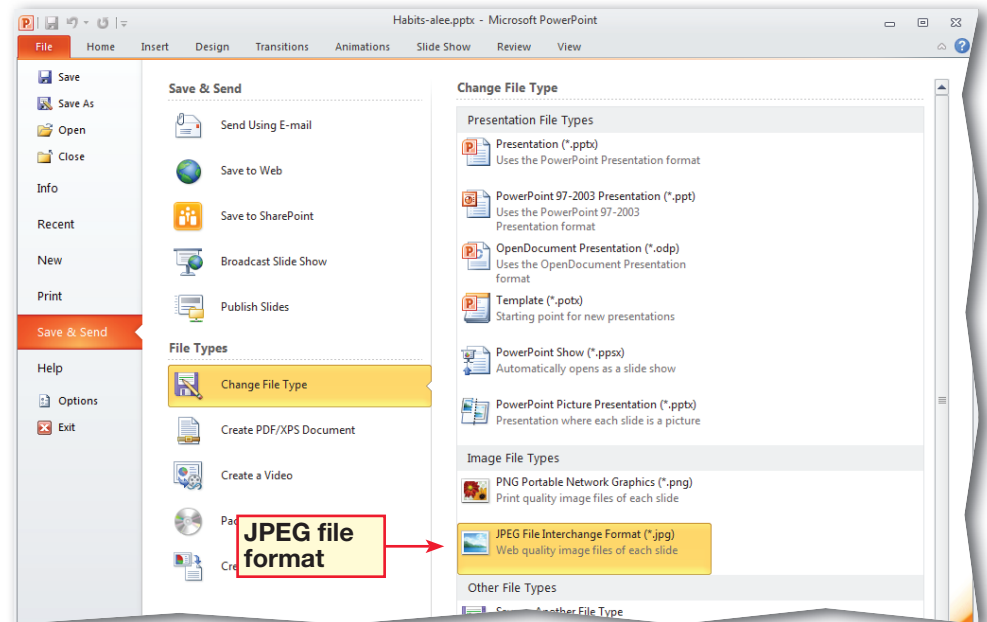
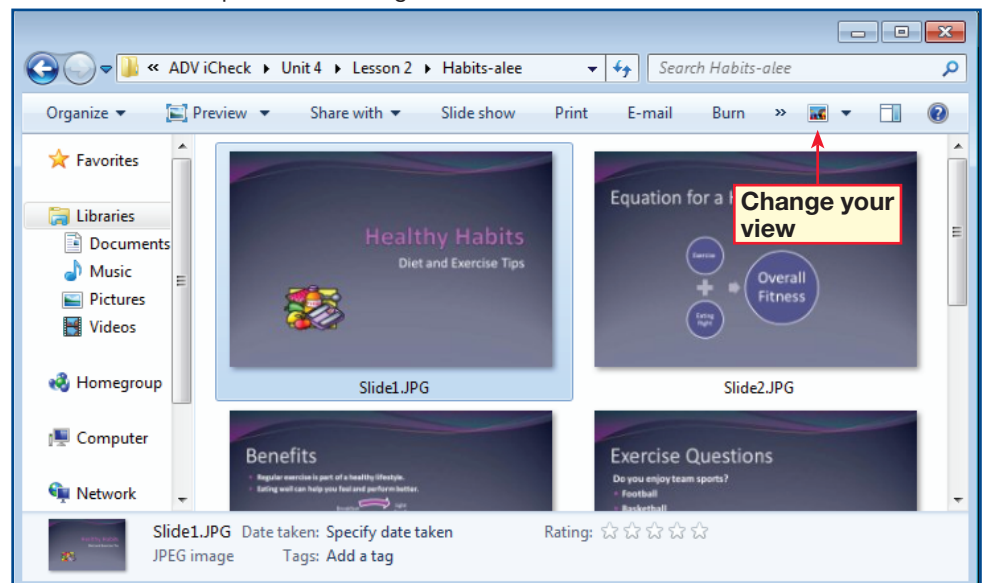





FIGURE 2.10 Exported slide image files



Step-By-Step

- 1** In your **Habits** file, select **Design>Page Setup>Page Setup** . Under **Slides sized for**, select **On-screen Show (4:3)**.
- 2** Click **OK**. Click **Slide 1**. Choose **File>Info**. Under **Permissions**, click **Protect Presentation**. Select **Add a Digital Signature** . Click **OK**.
- 3** **i CHECK** Your dialog box should look like Figure 2.11. Click **Sign**. Click **Yes**. Click **OK**.
- 4** Click the **Home** tab. Click the digital signature icon  in the lower left corner of the screen.
- 5** **i CHECK** Your screen should look like Figure 2.12.
- 6** In the task pane, select the drop-down arrow for the signature. Click **Remove Signature**. Click **Yes**. Click **OK**.
- 7** Close the task pane. Choose **File>Save As**. Click **Tools**. Select **General Options**. In the **Password to open** box, key: **dolphin2**. Click **OK**. Re-key the password. Click **OK**. Click **Save**. Click **Yes**. Close the presentation.

 Continue to the next exercise.

EXERCISE 2-6

Add Digital Signatures and Passwords to a Presentation



You can attach an invisible **digital signature** to a presentation to **verify**, or confirm, who created the presentation and to ensure that the presentation has not been altered by someone else. You must first obtain a **digital certificate**, which is an attachment that verifies the identity of the sender. The presentation is locked after a digital signature is added. It cannot be altered unless the signature is removed. Another way to keep users from editing a presentation is to set a **password**. No user can open the file without the password. If a presentation has a digital signature, you cannot add or modify a password. If a presentation is protected by a password, you can add a digital signature..

FIGURE 2.11 Sign dialog box

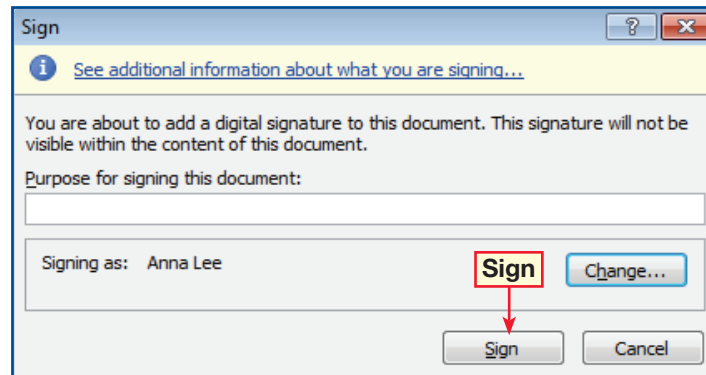
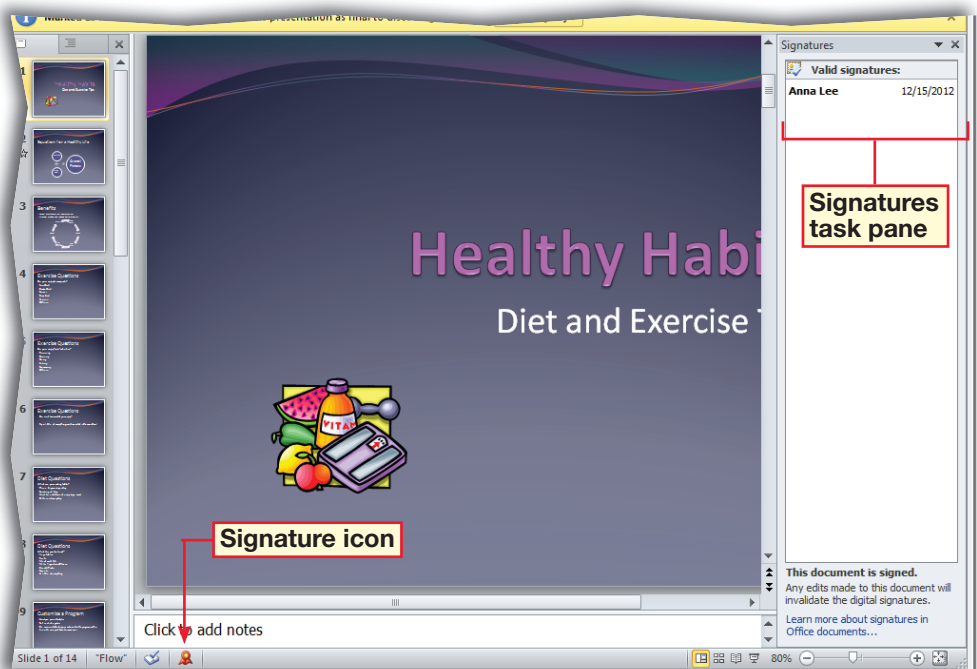


FIGURE 2.12 Presentation after adding digital signature



Step-By-Step



- 1** Open your **Habits** file.
Enter the password you created in Exercise 2-6.
Click **OK**. In your **Habits** file, click **Slide 1**.
- 2** Choose **File>Info**. Under **Permissions**, click **Protect Presentation** and select **Mark as Final** . Click **OK**. Read the next dialog box and click **OK**. Click the **Home** tab.
- 3** **iCHECK** Your screen should look like Figure 2.13.
- 4** Select the words **Healthy Habits**. Try keying text. You are unable to add text.
- 5** To unlock the presentation, choose **File>Info**. Click **Protect Presentation** and select **Mark as Final** . Click the **Home** tab.
- 6** **iCHECK** Your screen should look like Figure 2.14. Save the presentation.

Continue to the next exercise.

You Should Know

Anyone who receives a document marked as final can “unlock” the read-only version and edit the document after removing the **Mark as Final** status. **Mark as Final** is not a security feature.

EXERCISE 2-7

Mark a Presentation As Final



When a presentation is designed and edited, you can prevent unnecessary changes to a final version of the presentation by using the Mark as Final command. The presentation is protected because it becomes read-only. Because it cannot be edited, you **convey**, or communicate, to others that this is the final version of the document. No one who views a presentation that has been marked as final can add comments or make changes to the file.

FIGURE 2.13 Marked as Final icon in the status bar

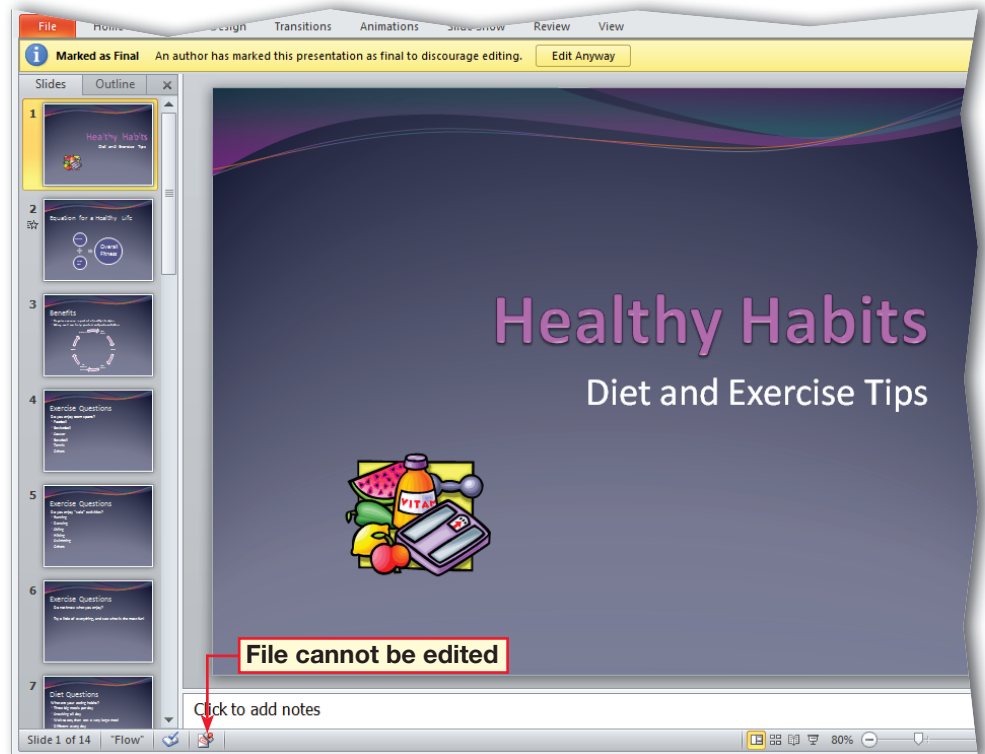




FIGURE 2.14 Marked as Final icon removed






Step-By-Step

1 In your **Habits** file, choose **View>Master Views>Handout Master** . Click **Insert>Text>Header & Footer** . In the **Header and Footer** dialog box, select **Date and time**.


2 Click **Header**. Key: **Healthy Habits**. Select **Page number**. Click **Footer**. Key: **Habits-[your first initial and last name]**. Click **Apply to All**.

3 **iCHECK** Your screen should look like Figure 2.15.

4 Choose **Insert>Text>Text Box** . Insert a text box between the header and slides (see Figure 2.16).

5 Key: **Healthy Teens**. Choose **Home>Drawing>Quick Styles** . Click **Subtle Effect - Indigo, Accent 2**. Click **Shape Outline** . Select **Purple**.

6 Choose **File>Print>Settings**. Under the **Slides** box, click the first drop-down arrow. Under **Handouts**, select **3 slides** (per page).

7 **iCHECK** Your screen should look like Figure 2.16. Click **Close Master View** . Save your presentation.

 *Continue to the next exercise.*

EXERCISE 2-8

Apply Quick Styles to Handout Masters



If you present your work to different audiences, you can customize your handouts for each presentation. Just as you can edit the slide master to change the formatting for all slides in a presentation, so can you edit the **handout master**. PowerPoint allows you to make changes to the handout master to customize headers, footers, page orientation, and the number of slides to print per page for your presentation handouts.

FIGURE 2.15 Handout master with modified header and footer

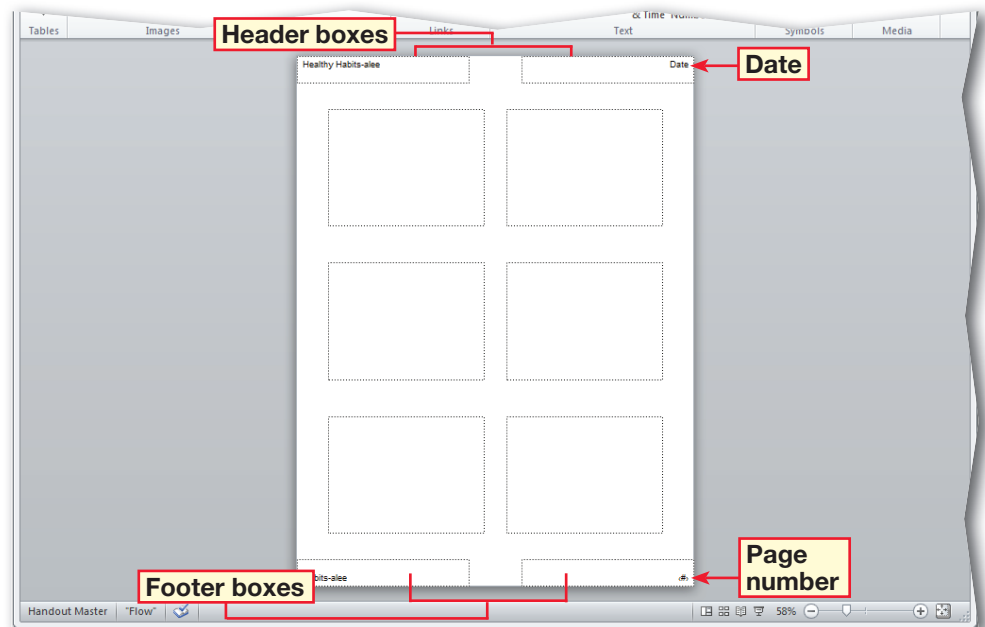
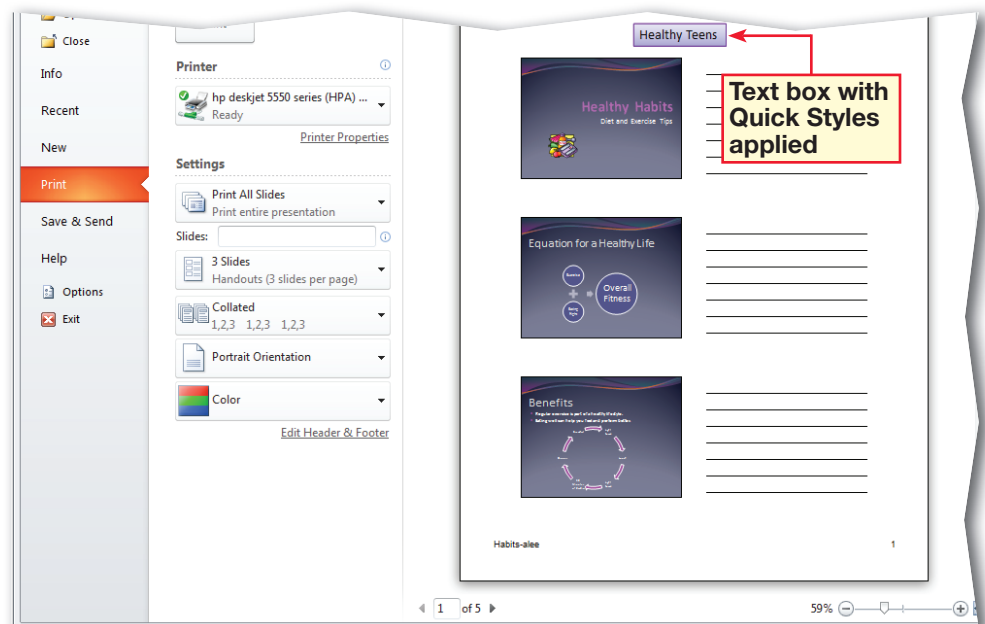







FIGURE 2.16 Quick Styles applied to handout master



Step-By-Step



- 1 In your **Habits** file, click **Slide 1**.
- 2 Choose **Home>Drawing**. Click **Shapes**  or click **More**  to reveal additional shapes. Under **Lines**, click **Line**. Create a line under the text **Diet and Exercise Tips**.
- 3 Choose **Home>Drawing>Shape Outline** . Under **Theme Colors**, select **Gray-25%**, **Text 2**. Click **Shape Outline** . Under **Weight**  , select **6 pt**.
- 4 **!CHECK** Your screen should look like Figure 2.17.
- 5 Choose **File>Save & Send>Create Handouts**. Click **Create Handouts**.
- 6 In the **Send To Microsoft Word** dialog box, click **Blank lines next to slides**. Click **OK**.
- 7 Save your file as: **Habits-Handouts-[your first initial and last name]**.
- 8 **!CHECK** Your screen should look like Figure 2.18. Close the files, saving the changes to your **Habits** file. Exit **PowerPoint** and **Word**.

You Should Know

Presentations may take a few moments to convert into **Word** files when you prepare custom handouts.

EXERCISE 2-9



Export a Presentation to Microsoft Word

Handouts are an important part of an effective presentation. The audience may want to take notes and have a printed copy of your presentation to refer to later. You can also create an outline document that you can use as a guide when delivering your presentation. PowerPoint allows you to export a presentation to Microsoft Word. To increase the impact of the printed text, you can add different shapes to the slide. In this exercise, you will add a line under the title text and format the color and size to match the title. You will then export your presentation to create a handout in Word.

FIGURE 2.17 Line added under text

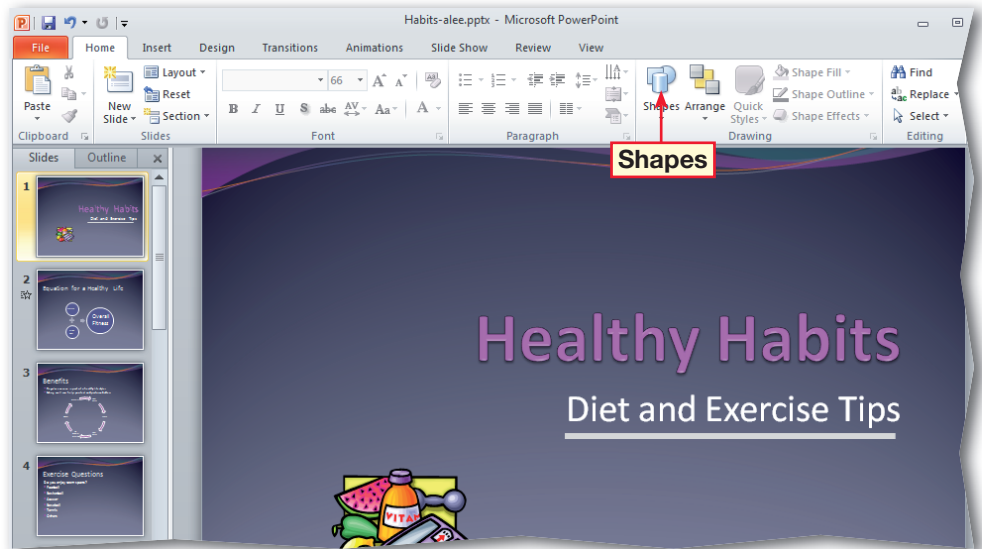
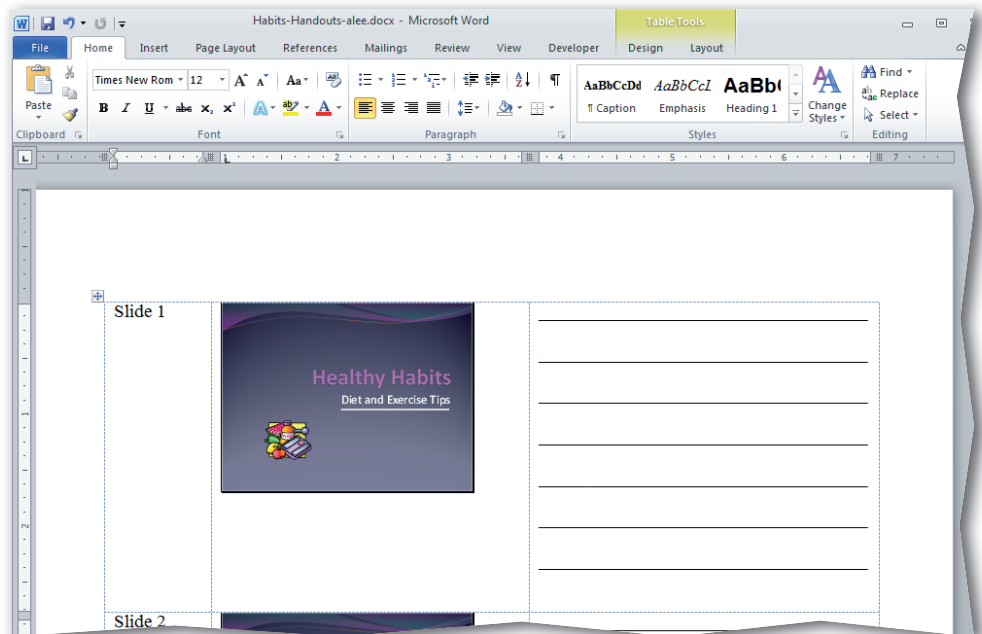


FIGURE 2.18 Custom handouts opened in Microsoft Word



21st Century WORKPLACE

Reach Your Goals

Beth wants to do her job well. However, she feels that she is under too much pressure. She also does not believe that she will ever get promoted, and wonders, “Why should I bother to push myself?”

Marco has the same job as Beth. However, he knows that working hard will help him get promoted, so he decides to give the job his best effort. Setting high goals for yourself does not mean you have to be an overachiever. It means you have to do the best you can—and believe in yourself. Following these guidelines can help you set and reach your goals:

- Be specific about what you want to accomplish. Try breaking your goal into smaller tasks which can bring you closer to meeting your larger goal.
- Be realistic. If a goal requires skills or resources that you do not have, determine how to acquire these skills, or revise your goal.
- Be consistent. If you decide to run a mile every day, follow a plan. Do not run the first day and then give up because your feet hurt.



To be successful, set goals and always try your best to achieve them.

MEET THE MANAGER

At first, Jeffrey Cohen sold kitchen cabinets for someone else’s company. When Jeff became the top salesman for that company, he knew he could follow his dream to be his own boss. Now, Jeff is the co-owner and manager of Cuisine Cabinetry in Scottsdale, Arizona. In Jeff’s experience, setting high goals for himself enabled him to open his own kitchen shop. Jeff says, “When setting goals, you need to set a plan and just stick to it.”

SKILLBUILDER

- 1. Identify** Why is it important to set goals for yourself?
- 2. Predict** What are some of your goals for the future? How do you think you will achieve these goals?
- 3. Evaluate** What makes a goal realistic or unrealistic? Give an example of a goal that you think you can achieve. Then, identify a goal that you probably would not be able to achieve. Explain why one goal is realistic, and the other is unrealistic.



Vocabulary

Key Terms

broadcast

digital certificate

digital signature

exit effects

handout master

link

loop

password

placeholder

Academic Vocabulary

convey

incorporate

verify

Review Vocabulary

Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.

1. You can _____ a slide show to remote viewers who can watch the presentation in a Web browser. (p. 315)
2. You can edit the _____ to change the formatting for all slides in a handout at one time. (p. 319)
3. A(n) _____ is a special box that will hold text, images, and objects. (p. 312)
4. PowerPoint allows you to mark a presentation as final to _____ that it is the final version and to prevent any inadvertent changes. (p. 318)
5. You can attach a(n) _____ to a presentation to show who created the presentation and to ensure that the presentation has not been altered by someone else. (p. 317)

Vocabulary Activity

6. Key a short paragraph for three of the vocabulary terms for this lesson. Each paragraph should include:
 - A. A description of the vocabulary.
 - B. An explanation of how to use each vocabulary term in a project. (For example, explain how to add a digital signature to a presentation.)
 - C. Exchange your paragraphs with a classmate. Use your classmate's feedback to revise your work.

Review Key Concepts

Answer the following questions on a separate piece of paper.

7. Which of the following allows you to use automatic slide timings to move through a slide show continuously? (p. 314)




A. Add Effect	C. Loop
B. Animation	D. Advance Slide
8. The Insert Placeholder button is located in which group? (p. 312)

A. Edit Master	C. Background
B. Page Setup	D. Master Layout
9. Which command would you use to so that anyone with a Web browser can view a presentation? (p. 315)

A. Broadcast Slide Show	C. Set Up Slide Show
B. Save As	D. Publish
10. Which refers to an attachment that verifies the identity of the sender? (p. 317)

A. password	C. digital signature
B. digital certificate	D. placeholder

Step-By-Step

- 1 Start **Microsoft PowerPoint 2010**.
- 2 Open your **Habits** file. Save the file as: **Habits-[your first initial and last name]1**.
- 3 Click **Slide 3**. Click the **SmartArt** placeholder.
- 4 Choose **Animations> Advanced Animation> Add Animation** .
- 5 **!CHECK** Your screen should look like Figure 2.19.
- 6 In the menu, click **More Exit Effects** .
- 7 Under **Subtle**, click **Fade**. Click **OK**.
- 8 Choose **Animations> Advanced Animation> Animation Pane** . Click the animation drop-down arrow and select **Timing**. Change the **Duration** to **3 seconds (Slow)**. Click **OK**.
- 9 **!CHECK** Your screen should look like Figure 2.20.
- 10 Close the **Animation Pane**. Save your presentation.

1. Apply and Modify Exit Effects

Follow the steps to complete the activity.

FIGURE 2.19 Add Animation drop-down menu

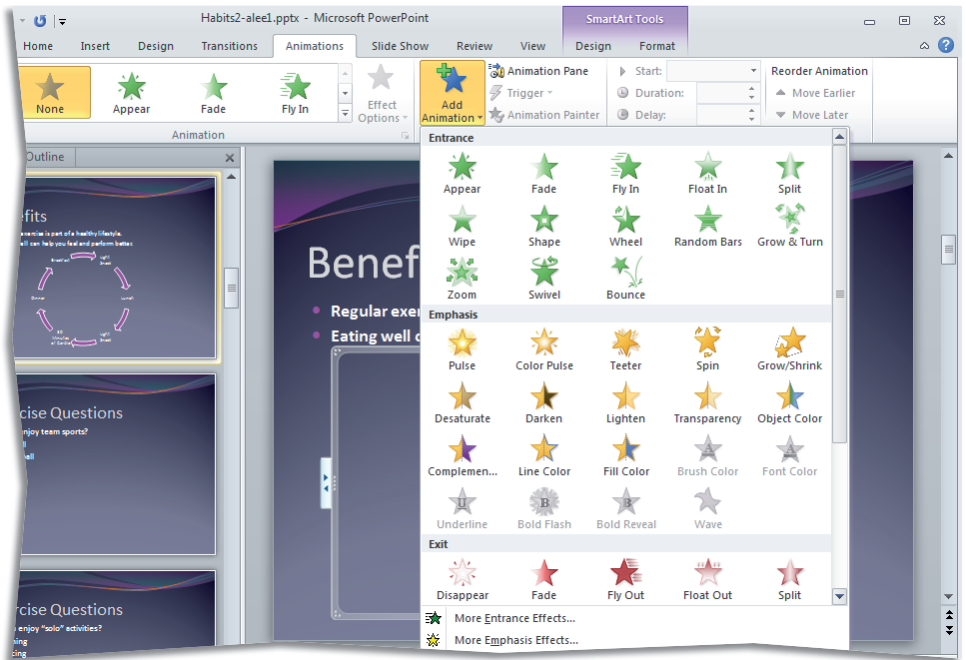
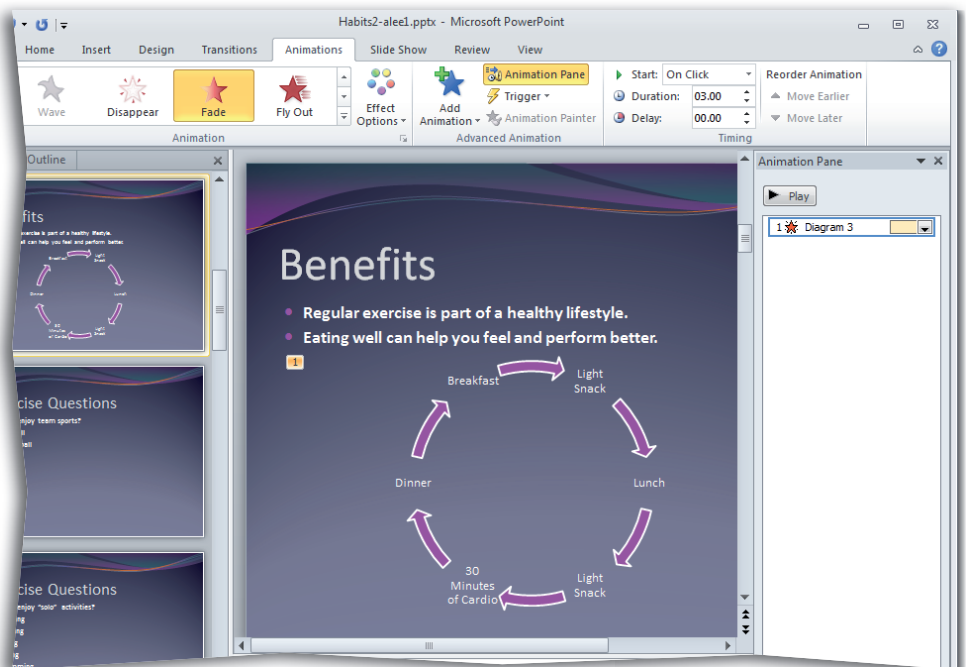


FIGURE 2.20 Exit effect applied to SmartArt graphic



Step-By-Step

- 1 In your **Habits-1** file, make sure **Slide 1** is selected. Choose **File>Save As**.
- 2 In the **Save As** dialog box, click the **Save as type** drop-down arrow and select **Device Independent Bitmap (*.bmp)**. In the **File name** box, key: **Habits-[your first initial and last name]2**.
- 3 Click **Save**.
- 4 **i CHECK** Your screen should look like Figure 2.21.
- 5 In the dialog box, click **Current Slide Only**.
- 6 Make a note on paper where the file is being saved.
- 7 Save and close your file. Exit **PowerPoint**.
- 8 Navigate to the folder where the file was saved and open the **Habits-1.bmp** file.
- 9 **i CHECK** Your screen should look like Figure 2.22.
- 10 Close the window.

2. Save As an Image

Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.

FIGURE 2.21 Save current slide as image

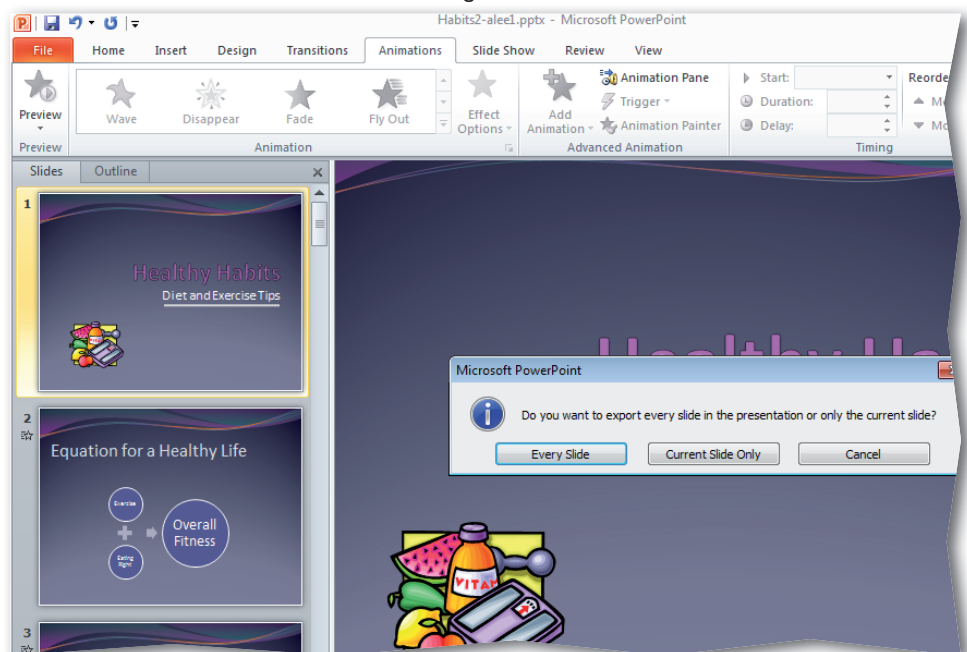




FIGURE 2.22 Image file



Step-By-Step

- 1 Open your **Habits-1** file. Save as: **Habits-[your first initial and last name]3**.
- 2 Select **Slide 1** on the **Slides** tab.
- 3 Choose **File>Info>Permissions** and click **Protect Presentation**. Click **Add a Digital Signature** .
- 4 In the dialog box, click **OK**.
- 5 **iCHECK** Your dialog box should look like Figure 2.23.
- 6 Click **Sign**. Click **Yes**. Click **OK**. Click the **Home** tab. Click the signature icon .
- 7 **iCHECK** Your screen should look like Figure 2.24.
- 8 On the **Signatures** task pane on the right side, move your pointer over the signature date and click the drop-down arrow. Click **Remove Signature**.
- 9 Click **Yes** and then click **OK**. Close the **Signatures** task pane.
- 10 Close your file.

3. Add a Digital Signature

Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.

FIGURE 2.23 Sign dialog box

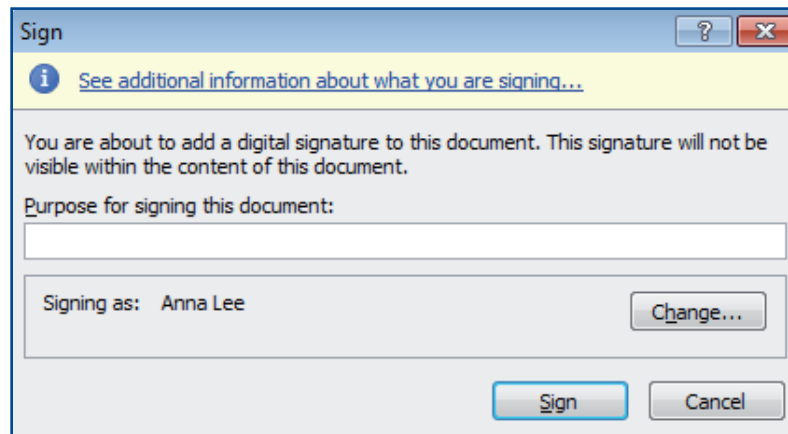
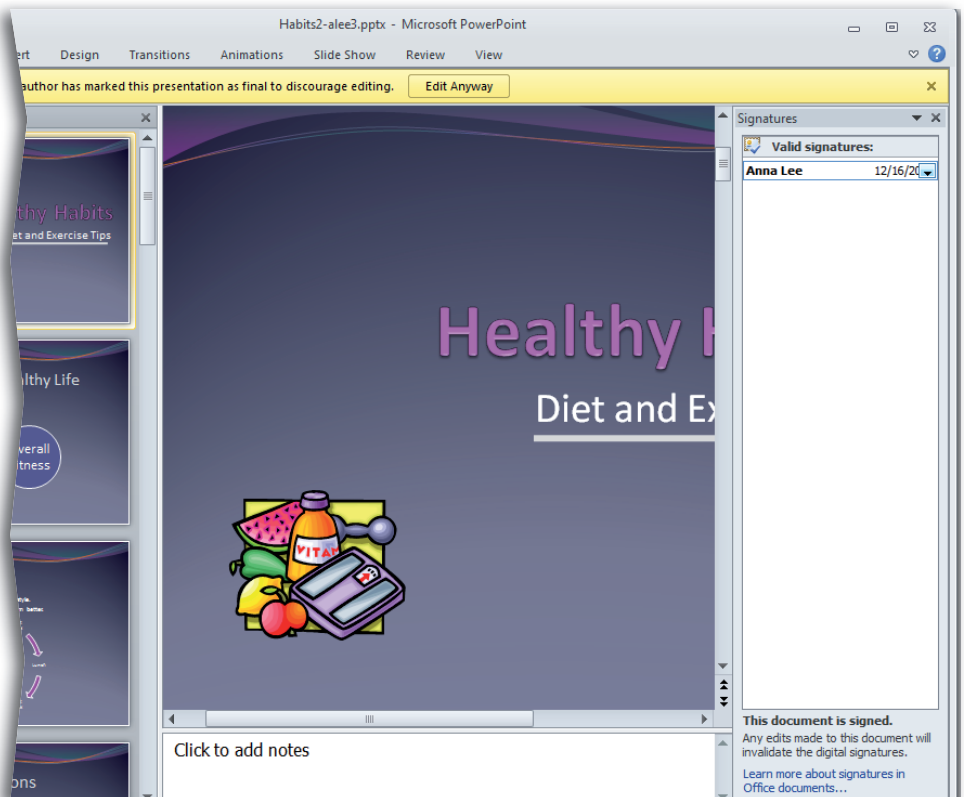




FIGURE 2.24 Digital signature added to presentation



Step-By-Step

- 1 Open your saved **Habits-3** file. Save as: **Habits-[your first initial and last name]4**.
- 2 Click **Slide 1**. Click **Design>Page Setup>Page Setup** .
- 3 In the **Page Setup** dialog box, click the **Slides sized for** drop-down arrow and select **On-screen Show (16:9)**. Click **OK**.
- 4 **iCHECK** Your screen should look like Figure 2.25.
- 5 With **Slide 1** still selected, choose **File>Info>Permissions**. Click **Protect Presentation** and select **Mark as Final** . Click **OK** in the dialog box.
- 6 Read the next dialog box and click **OK**. Click the **Home** tab.
- 7 **iCHECK** Your screen should look like Figure 2.26.
- 8 Close your file.

4. Set Slide Size and Mark as Final

Your teacher has reviewed your diet and exercise tips and has suggested that you change the slide size before you give your presentation. Your teacher then wants you to mark the presentation as final.

FIGURE 2.25 Slide size changed

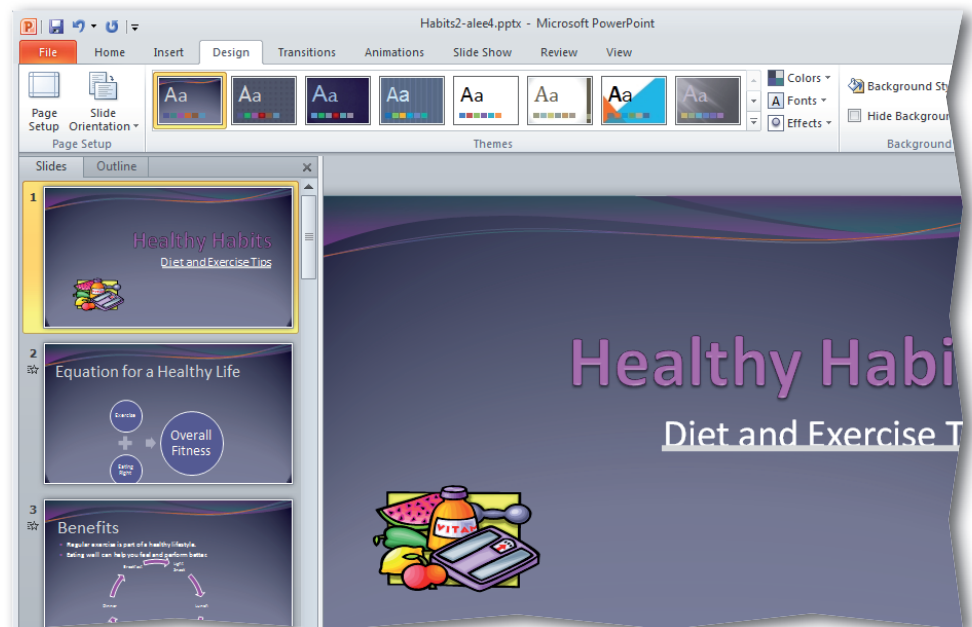
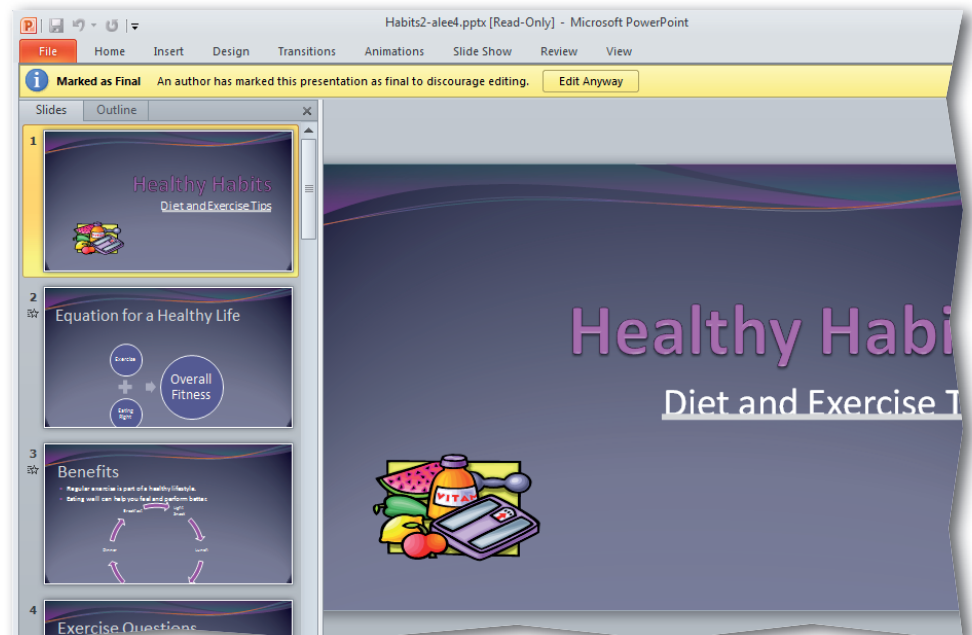


FIGURE 2.26 Presentation marked as final



Step-By-Step

- 1 Open your **Habits-4** presentation.
- 2 Select **Slide 1** on the **Slides** tab.
- 3 Choose **File>Save & Send>Create Handouts**. Click **Create Handouts**.
- 4 **!CHECK** Your dialog box should look like Figure 2.27.
- 5 In the **Send To Microsoft Word** dialog box, click **Blank lines below slides**. Click **OK**.
- 6 **!CHECK** Your screen should look like Figure 2.28.
- 7 Save your file as: **Habits-[your first initial and last name]5**.
- 8 Close both files. Exit **PowerPoint**. Exit **Word**.

5. Prepare Handout Masters in Word

Your teacher has now asked you to prepare handout masters in Word for your diet and exercise tips. She has asked that you include blank lines below each slide so that the audience can take notes or answer questions during the presentation.

FIGURE 2.27 Send To Microsoft Word dialog box

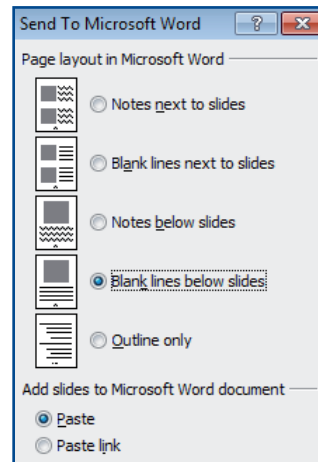
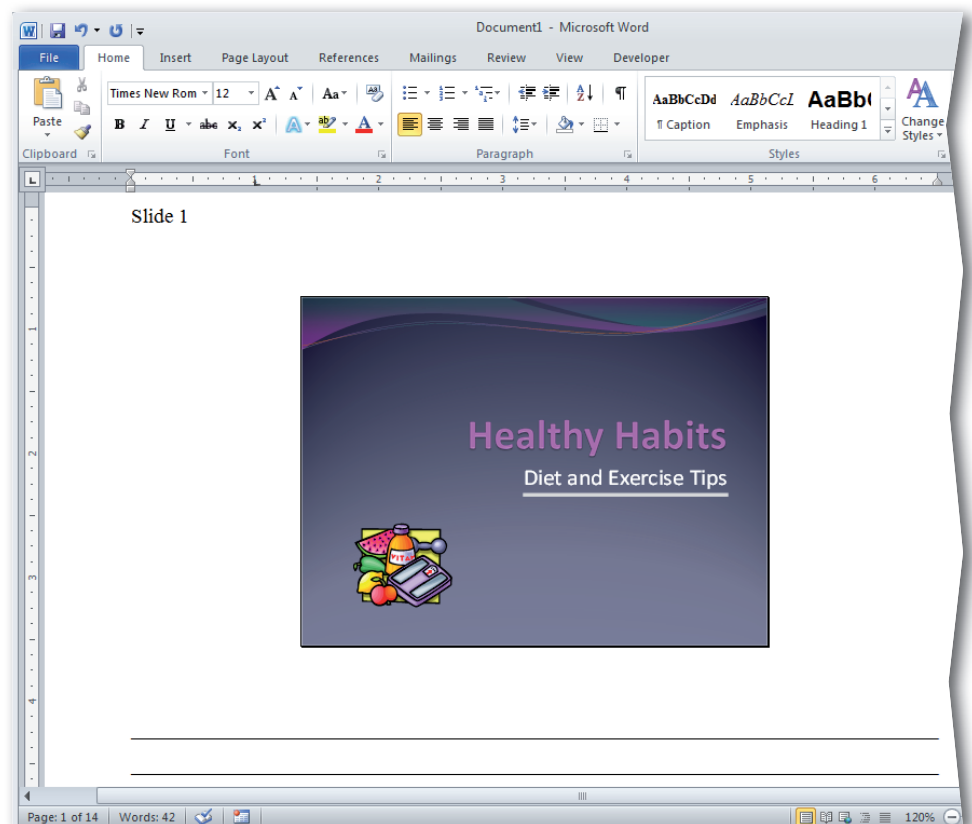


FIGURE 2.28 Handout in Microsoft Word



6. Beyond the Classroom Activity



Language Arts: Apply Skills You have been asked to write this month's Tech Tip column for your company's internal newsletter. Your supervisor tells you that your first story will be about helpful Microsoft PowerPoint skills, such as how to broadcast a slide show to remote viewers. Choose three skills that you learned in Lesson 2.

Open a Word document and key a paragraph telling coworkers how to perform each skill. Provide a useful tip for each skill. Remember that newsletters have limited space. Write clearly, but be concise.

Save the file as: **adv-p2rev-[your first initial and last name]6**.

7. Standards at Work Activity



Microsoft Office Specialist Correlation

PowerPoint 7.2 Share presentations.

Create Presentation Handouts Your supervisor has suggested turning the content of your Tech Tip column into a presentation. Create a presentation based on your **adv-p2rev-6** file. Include a title slide and at least three other slides. Create handouts for your audience to use as they view your presentation and save the presentation as an outline that you can use as a guide when delivering your presentation.

- Pick colors and styles that will look good when printed in grayscale.
- Add headers and footers to your handout.
- Customize the handout master.

Save your file as: **adv-p2rev-[your first initial and last name]7**. With your teacher's permission, use the skills you learned to broadcast the slide show to your classmates.

8. 21st Century Skills Activity

Present Your Ideas Now that your supervisor has asked you to create a presentation, you decide to brush up on your presentation skills. As with any skill, practice can help you improve your ability to give effective presentations. Key a step-by-step plan that outlines what you would do to become a better public speaker. Keep your steps short. As you develop your plan, ask yourself these questions: What do I need to do to complete Step 1? Step 2? Is there a better place to start? Can I break these steps down into smaller parts? Save your file as: **adv-p2rev-[your first initial and last name]8**.

Before You Begin**Communicate Effectively**

Information is useful only if it is presented in a way that makes sense. These exercises will give you the skills to give presentations that are useful to your audience.

Reflect Once you complete the projects, open a Word document and answer the following:

1. How did your formatting changes make the information in the handout easier to understand?
2. Why would you need to save information in different formats? What type of audience would benefit from handouts?

**9. Customize Animation**

Language Arts: Develop a Presentation You work for a high-tech sales organization. Your supervisor wants you to create a presentation that outlines how to use custom animation for a staff meeting. First, identify at least five different effects you would like to include in your presentation. Create a 10-slide presentation. In your presentation:

- Include at least one slide with an advanced entrance or exit animation applied to **SmartArt**.
- Add at least one slide that demonstrates how to modify an existing entrance or exit effect (attach a sound, change direction, select text options, or reorder animation).
- Provide a brief explanation of how each effect works.

Save your presentation as: **adv-p2rev-[your first initial and last name]9**.

10. Apply Quick Styles to Handout

Language Arts: Format a Presentation Your supervisor was pleased with your presentation, but now she would like you to adapt the presentation to use as a handout for the audience. In your handout:

- Use Quick Styles to format and modify the handout master.
- Apply fill, line, and visual effects to the handout master to improve the readability of your handout.
- Include helpful tips about how and when to use animation.
- Print the presentation and save your work.

Save as: **adv-p2rev-[your first initial and last name]10**.

11. Save Slides As Images

Language Arts: Revise a Presentation Your supervisor wants to post your presentation on the company Web site. She has asked you to include the helpful tips you added to the handout and add any new formatting that will improve the presentation. Revise the **adv-p2rev-9** file to include the helpful tips you added to the handout. Remember to format the content for the presentation. Read through your handout and make any other edits that you think will improve your presentation.

When finished, save the presentation's slides as images that can be used on the company Web site's Web pages. Be sure to make a note on paper where the files are being saved. With your teacher's permission, print the entire presentation.

Save as: **adv-p2rev-[your first initial and last name]11**.

UNIT 4 Academic Connections

SOCIAL STUDIES

MATH

SCIENCE

LANGUAGE ARTS



In this activity, you will use your research skills to create a presentation.



Create a Visitor's Guide

You work for the Office of the City Manager. The city is updating its Web site and would like to include a presentation that can be used as a virtual visitor's guide. You will research information on five events or destinations in your home town and create a PowerPoint presentation to post on the city's Web site.

- 1 Think about the most interesting places and events within your city, such as local sporting events, museums, or historic properties. Gather the following information for five different destinations:
 - Name and brief description
 - Location and contact information
- 2 Create a presentation that contains seven slides.
- 3 On slides 2 through 6 introduce a separate destination and include a visual (photograph or other image).
- 4 On Slide 2, modify the vertical alignment and the orientation of text and graphics in a text box. (p. 283)
- 5 On Slide 3, change the text box margins. (p. 284)
- 6 On Slide 4, add effects to a text box. (p. 287)
- 7 On Slide 5, add a table that includes visitor tips for the destination. Add an image to the table. (p. 290)
- 8 On Slide 6, insert a shape. Add text to the shape and add exit effects. (p. 293).
- 9 On Slide 7, include a chart that shows how many people visited each location last year. Format the background and chart elements as you see fit. Link the chart to your data source. With your teacher's permission, broadcast your presentation. (p. 315)



You can use a PowerPoint presentation to organize and present information, such as local sporting events.

Yellow Dog Productions/Getty Images

Making Decisions on Ethical Issues

Making decisions on ethical issues can be very difficult work. Sometimes it is necessary to step back and give yourself both time and room to think through the questions. If you make a decision too quickly, you might regret it later. When considering whether an action is ethical or unethical, take the time to answer the following questions:

- Is it against the law? Does it violate company policies?
- What would happen if everyone did this?
- Am I giving up a long-term benefit for a short-term goal?

The problem-solving and decision-making processes you have learned in various other classes can be adapted to help you solve ethical problems and make ethical decisions.

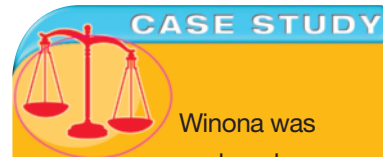
Ethical Problem Solving

In both the professional and personal areas of your life, you will be involved in many situations where you must make an ethical decision. When you make good ethical decisions, people are more likely to trust you. Being ready to solve ethical problems will help you build this trust. To determine what action or actions you should take, try following the steps below:

1. Identify the ethical problem. Write it in straightforward language.
2. Then write down some possible actions to take. What else could you do?
3. Who would be affected by your actions?
4. What would be the possible effects of the various alternatives?
5. Choose the best action from among the possibilities you have considered.

YOU DECIDE

1. **Decide** Was Winona being ethical in her behavior toward the company? Explain why or why not.
2. **Problem Solve** What actions might Winona take that would meet her needs and the needs of her manager?



CASE STUDY

Winona was employed as an outside repair person and was paid by the hour. Company policy dictated that workers rounded off their time sheets to the nearest quarter of an hour. Winona always showed 7.5 hours on her time sheet, even if she was finished for the day 10 minutes early. When her manager questioned her about this, Winona's response was that she was too busy working to be exact about the time sheet. She also said that, since she worked overtime more often than she quit early, she did not believe it mattered. It always came out even over the long run.

APPLICATION ACTIVITY

3. **Create a Chart** Create a PowerPoint presentation that explains why you think Winona's behavior is or is not ethical. Include a chart that shows the impact if Winona left ten minutes early three days a week for a month.

Create a Guide for the Arts Council

The City Arts Council saw the visitor's guide that you developed for the city's Web site. They were so pleased with your presentation that they asked you to create a similar guide for arts events in the area. Some information about arts events is online, but the Arts Council would like to create a space where all events can be listed and updated.

Part 1: Create a Flyer



Goal Gather information about local public art work, including statues, distinctive buildings, and monuments. Public art is often displayed near public buildings, such as schools, libraries, post offices, court houses, and police and fire departments. You decide to create a flyer to invite people to submit nominations for art that should be included in the guide.

Create Create a single-slide presentation. You will print this slide and use it as a flyer to attract interest in the guide. Change the orientation to Portrait. Apply a design and include a title and an image. Use the Quick Styles gallery to format and modify the text boxes on your flyer. Apply fill, line, and visual effects to text boxes. Make it clear this is an opportunity to offer ideas directly to you. Include a description of the types of information that should appear in the guide (name and location of the art and a brief description), as well as the deadline for submitting proposals. Include a note that submissions should be 150 words.

Self Assess Use the Have You...? checklist to review your slide. Then, print and proofread your flyer. Make necessary corrections. Follow your

teacher's instructions for naming the flyer and saving it in your Portfolio Folder.

When finished, proceed to Part 2.

Have You...?	
	Changed the orientation to Portrait
	Selected an appropriate design
	Selected an appropriate image
	Selected a design that is readable when printed
	Included a title to capture reader's attention
	Formatted the text boxes using Quick Styles
	Added fill, line, and visual effects to text boxes
	Included a description
	Included a deadline
	Included a note about a word limit

Part 2: Create a Sample Arts Council Guide



Goal A coworker lives in a nearby town. She has asked you to help her create a guide that represents her town's Arts Council. You decide to create a sample Arts Council guide to present your ideas.










Create Use PowerPoint to create an attractive sample Arts Council guide to inform potential visitors about arts events in your city.

- Include a Title slide and a title to capture the reader's attention and communicate the message of the guide (for example, *Art is Alive in Akron!*, or *The Play's the Thing in Peoria*).
- Include at least four arts events (plays, concerts, musicals, exhibitions, etc.) in your guide.
- Create a slide for each event in your guide. On each slide, include one or two lines of text that provide a brief description of the event.
- Insert a text box that includes the name of the event, location, and time on each slide.
- Split text in a text box into two or more columns on at least one of the slides.
- Apply a password to the guide to prevent other people from changing it.

Guides should include your name and the current date.

Self Assess Use the Have You...? checklist to review the guide. Proofread each slide and make any necessary edits. With your teacher's permission, print the guide. Follow your teacher's instructions for naming the presentation and saving it in your Portfolio Folder.

When finished, proceed to Part 3.

Have You...?	
	Included a Title slide
	Included your name and the date
	Included four sample events
	Included descriptions for each event
	Included name, location, and times for each event
	Split text in a text box into two or more columns
	Protected the document with a password
	Proofread and made necessary corrections
	Printed the slides



Part 3: Create a Proposal










Goal Based on your sample guide, the Arts Council is going to propose adding the guide to the city Web site. They would like you to help create a clear, convincing, and professional-looking presentation that promotes this proposal.

Create Use the sample guide you created in the last project to help you create a presentation that promotes adding the Arts Council guide to the city Web site. Your proposal should be in the form of a presentation that includes a minimum of six slides and a Title slide.

- Use Microsoft Word 2010 to create an outline for your proposal. Create Level 1 titles for each of six slides. Include two or three Level 2 points for the first four slides in the presentation. Then, create a PowerPoint presentation from the Word outline.
- Key content for the proposal on the slides.
- Format and add fill, line, and shape effects to text boxes.
- Add graphics such as Clip Art, shapes, SmartArt, or charts and tables as needed.
- Add entrance and exit effects to images.
- Set your presentation to loop continuously.
- Mark your presentation as final.

Self Assess Use the Have You...? checklist to review your proposal. Carefully preview your proposal and make corrections. It is important to proofread your proposal to ensure that there are no errors. If there are obvious mistakes in your proposal, your project may not be approved. Check each slide carefully. With your teacher's permission, print the proposal. Follow your teacher's instructions for naming the proposal and saving it in your Portfolio Folder.

When finished, proceed to Part 4.

Have You...?	
	Included a minimum of six slides
	Included a Title slide
	Formatted text boxes
	Added graphics or images as needed
	Added exit and entrance effects to images
	Set your presentation to loop
	Marked your presentation as final

Part 4: Publish a Presentation



Goal Your proposal was great! The city was so satisfied with the Arts guide proposal that the Arts Council has now asked you to revise and update it to post on the city's Web site.

Create The Arts Council asks you to add two new events to the guide. You decide to format the guide and add images that relate to the type of entertainment offered by each event.

- Open the sample guide you created in Part 2 of this project.
- Create slides for two new events in your guide.
- Include a one- or two-line description of the event on each new slide.
- Insert a text box that includes the name of each event, location, and times on each new slide.
- Add visuals that relate to each event.
- Make any text or formatting changes that will make the guide easier to read.
- Add a digital signature.
- Broadcast your guide over the Web.

Self Assess Use the Have You...? checklist to review your presentation. Carefully preview your presentation and make corrections. With your teacher's permission, print the presentation. Follow your teacher's instructions for naming the presentation and saving it in your Portfolio Folder.

Have You...?	
	Added two new events
	Added descriptions for each new event
	Added names, locations, and times for each new event
	Tailored each slide to the type of event
	Made text or formatting changes to increase readability
	Added a digital signature
	Published presentation as a Web page



Go Online

BEYOND THE BOOK

glencoe.com

Go to the Online Learning Center to learn additional skills and review what you have already learned.

Microsoft OneNote

Store and share information in a single, easy-to-access location. Take notes while working in any Microsoft application.

Microsoft Outlook

Want to learn all about Microsoft Outlook and how to expertly use e-mail communication and scheduling? Select **Microsoft Outlook>Lessons**.

Additional Projects

Complete additional projects in the following areas:

- **Real-World Business Projects** Reinforce Microsoft Office by focusing on real-world business applications.
- **Presentation and Publishing Projects** Use your Office skills to create exciting PowerPoint presentations and desktop publishing activities.
- **Academic Projects** Integrate academic skills while enriching your understanding of Microsoft Office.

More Online Resources

Access additional Web sites and online information relating to key concepts and main topics covered in Glencoe's iCheck Series. Select **Resource Links**.

Glossary

A

address block A field for the address of a form letter recipient., 29

advanced filter A filter that specifies multiple criteria for displaying data., 115

alter Change., 44

alteration A change made to an item., 198

argument An item that meets certain criteria set by the user., 143

ascending order Arranging information in order of A to Z, 0 to 9, or earliest date to latest date., 21

author Source or originator., 223

B

balloon An outlined space in the margin of a document that shows changes, comments, or deletions., 80

bevel An angled or slanted shape effect added to a text box., 287

bookmark Marks a place in a document to allow you to navigate quickly., 28

brightness The lightness or darkness of a graphic., 18, 174

broadcast Transmit., 315

C

caption A label that describes a figure or table., 57

case sensitive A condition where uppercase and lowercase letters must be keyed in the same way every time., 197

chart title The name of a chart that gives the audience more information about the data., 291

color scale Variants of color that are based on the values in a range., 170

column A vertical arrangement of content on part of a page., 285

combined document A document created by merging multiple versions into one document., 89

comment A suggestion or question about data., 201

Compatibility Checker A tool that ensures that a document or workbook will be compatible with a different version of the software without losing any data., 91, 226

compress To reduce the size of graphics or images in order to reduce the overall file size., 17, 290

conditional formatting Changes that are made to the appearance of a cell or cell range only if it meets certain conditions., 170

Conditional Formatting Rules Manager Allows the user to create, edit, delete, and view all conditional formatting rules in a worksheet or workbook., 172

conditional logic A test of whether statements are true or false that makes logical comparisons between outcomes., 153

conflict Not in agreement., 172

consolidate Combine., 233

constraint Limit., 148

contrast Degree of difference between light and dark parts of an image., 18, 174

convert Change., 113

convey Communicate., 318

criteria Conditions., 115, 143

crop Trim or modify the shape of a graphic., 17

cross-reference An index entry that refers the user to another term within the index., 61

custom number format A tool to format numbers in a way that is not listed in the Format Cells dialog box., 168

D

data bar A colored bar added to cells based on the value of the data., 170

data validation Ensuring that data is correct based on specific criteria., 118

database function A formula that acts only on those items that meet certain criteria or conditions., 143

delimited Data that is separated by a comma or other character., 220

descending order Arranging information in order of Z to A, 9 to 0, or latest date to earliest date., 21

digital certificate An attachment that verifies the identity of the sender., 93, 317

digital signature An invisible attachment that authenticates the sender of the document., 93, 297, 317

distribute Give out., 203

Glossary

Document Information Panel A feature that can be used to view, add, and edit document properties while you work on the document., 223

Document Inspector A feature that reviews documents for hidden data or personal information that is stored in the document or document properties., 222

duplicate value Where all values in a row are an exact match of all values in another row., 121

E

editing restrictions Protecting a document by specifying the types of content changes that can be made., 86

effect Impact., 282

eliminate Remove., 16

error Mistake., 120

Evaluate Formula Error-checking tool to locate invalid formulas., 122

exempt Excusing specific users from restrictions., 87

exit effects Animation or other special effects added to the end of a slide presentation., 313

F

fill effect A color, gradient, picture, texture, or pattern applied to a selected text box., 287

Fill Effects A tool for creating different shading patterns., 48

form A template for gathering and organizing information., 44

form fields Areas of a form for specific choices or information, such as check boxes and drop-down options., 44

formatting restrictions Protecting a document by preventing users from changing formatting., 86

G

generate Create., 58, 141

graphic Picture file, table, chart, screenshot, or shape., 14

greeting line A field for inserting the greeting in a form letter., 29

H

handout master A file of audience handouts that can be customized for each presentation., 319

highlight Focus attention on., 283

I

icon set Preset icons, such as arrows, flags, and symbols, that highlight specific values., 170

import Bring in., 220

incorporate Add., 313

indent The space between the margin and the text., 284

index A list at the end of a document of terms and the page numbers where the terms appear in the text., 61

ink color Formatting of a font in a chosen color., 80

interpret Understand., 124

K

keyboard shortcut A set of hot keys to perform an action., 231

L

legend Part of a chart that indicates what each color or pattern represents., 178, 291

line style The appearance of the outline of a text box., 287

link A URL that connects the audience to content that appears elsewhere., 314

locate Find., 155

lock Protect information from being edited or deleted., 195

loop Start over again., 314

LOWER A function that changes text to lowercase., 143

M

macro A sequence of actions recorded by the user and then played back with a single command., 228

margin The amount of space between the text and the edge of the text box., 284

Glossary

Mark as Final A command that makes a document read-only and prevents further changes to it., 90, 207

markup Shows tracked changes made to a document., 83

merge Combine., 206

Merge Cells A command that combines two or more cells into a single cell., 24

minimize Cut down or reduce., 53

N

name Designation given to a cell or range of cells., 123

Name Manager A tool that finds, modifies, or deletes the defined names used in a workbook., 125

O

organize Arrange., 285

orientation Direction., 283

orphan A line of text that appears by itself at the bottom of a page., 11

P

password A string of characters used to protect a document., 88, 197, 317

Paste Special A feature that allows you to cut or copy and paste information from another file., 286

perform Carry out., 228

PivotChart A chart of data created from a PivotTable., 141

PivotTable A tool that creates a concise report summarizing large amounts of data based on ranges selected by the user., 141

placeholder A special box that holds text, images, and objects to make room for the content you will add., 312

PROPER A function that makes only the first letter uppercase., 143

property A piece of information saved as part of a workbook., 223

protect Prevent changes and alteration to the text and formatting of documents, 44, 195

Q

Quick Styles A feature used for quick formatting of the color and style of a text box., 288

R

reflect Demonstrate., 295

reject Refuse to accept., 201

resize Change the size of a graphic., 14

reveal Expose., 222

revert Return to a previous setting., 79

Reviewing Pane Shows all tracked deletions, insertions, comments, and formatting changes that were made to a document., 83

rotate Turning a graphic clockwise (to the right) or counterclockwise (to the left)., 17, 177

rotation handle Dots on a text box that can be dragged to rotate the box and its contents., 283

S

scale Changing the height or width of a graphic in percentages., 14, 176

scenario A version of the data that the user saves and names., 145

Shape Outline A feature that specifies the color, weight, and line style of the outline of a text box., 287

share Allow other users to access information., 199

signature line A visible addition that authenticates the sender and the integrity of the document., 93

sizing handle Dot or box on the edges of a graphic that allows you to resize the image., 174

SmartArt A customizable diagram that includes text., 294

source Origin., 208

specific Particular., 5

Split Cells A command that divides a cell into two or more cells., 24

subset A small amount of data selected from a larger amount., 113

SUBSTITUTE A function that allows the user to exchange one word for another quickly., 144

subtotal The sum of a group of items within a larger set of items., 116

Glossary

sum The total of a group of items., 116
summary worksheet A worksheet that combines data from multiple worksheets., 233

T

tab leader Formatting between the heading and the page number, such as a line or a row of dots., 58
table of authorities A list of legal references in a document., 60
table of figures A list of all of the figures in a document., 59
template A file that is used as a basis for new files of that type., 224
theme A set of fonts, colors, or effects that gives a document a unified look., 51
Track Changes A feature that shows revisions or edits to a document., 80, 200
Track Changes Options Choices that allow user to show changes made to text or graphics formatting, or to show movement of text within the document., 84
Track Formatting Shows changes made to the formatting of text and graphics in a document., 84
Track Moves Shows text moved to or from another section of a document., 84
trend Pattern., 170

U

UPPER A function that makes the text uppercase., 143
user-defined template A workbook created by a user that becomes the basis for new workbooks., 224
utilize To use., 8, 169

V

verify Confirm., 317
version A variant of a document., 89
vertical alignment Position of the text relative to the top and bottom of the text box., 283

W

watermark Transparent text or graphic that appears behind the page text., 49
Web query An action that opens a Web page and then imports data from the Web page into your workbook., 221
What-If Analysis A test of outcomes for each possible situation., 145
widow A line of text that appears by itself at the top of a page., 11

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WD=Word, EX=Excel, AC=Access, PP=PowerPoint

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