

Using a Theme

When you create a new presentation, you need to consider how the slide show will help convey your message. Even the most interesting subject matter can be lost on an audience if the visual presentation is monotonous or overpowering. PowerPoint themes can give a distinctive look to the text, bullets, background colors, and graphics in a presentation. Using a theme is a big time-saver and immediately adds a professional touch to any presentation. You can apply a theme when you create a new presentation, apply it to all slides or just the current slide, and/or change the theme after creating one. It is also easy to customize themes by changing the background, colors, or fonts, giving you a great deal of flexibility while developing your presentation. You are ready to create the presentation Karen requested, and you begin by selecting a theme and changing its background style.

STEPS

QUICK TIP

You can double-click a theme thumbnail to create a presentation.

QUICK TIP

You can also add commands to the Quick Access toolbar to create, open, or save a presentation, among other commands.

QUICK TIP

Design themes are listed in alphabetical order within each category.

1. **Click the File tab, click New, then click Themes**
Installed themes appear in the center pane.
2. **Scroll down, click the Pushpin theme, then click the Create button**
The Pushpin theme is applied to the new presentation, as shown in Figure M-4.
3. **Click the File tab, click Save As, navigate to where you store your Data Files, type M-Product Branding in the File name text box, then click Save**
The Save As dialog box closes and the presentation is saved to the designated location. Although you like the Pushpin theme, you want a more subtle look for the presentation.
4. **Click the Design tab, then click the More button  in the Themes group**
Theme thumbnails appear in the **Themes gallery**, as shown in Figure M-5. Here you can find themes used in the open presentation, any custom themes you have created, and all built-in themes on this computer. At the bottom of the gallery, you can click commands to update your themes from the Microsoft Web site, browse your computer for additional themes, or save a customized theme.
5. **Point to each theme in the Built-In category, then click the Hardcover theme**
The Hardcover theme is applied to the slides, as shown in Figure M-6. When you point to a theme, its name appears in a ScreenTip, a live preview of the theme appears in the Slide pane, and options for modifying the theme appear on the Ribbon.
6. **Click the Background Styles button in the Background group, point to a few styles and note the change in the slide, click the main slide in the Slide pane, then click the Save button  on the Quick Access toolbar**
The Background Styles gallery closes and PowerPoint saves the changes to the presentation.

Using Themes gallery options

Clicking a thumbnail in the Themes gallery applies it to every slide in a presentation. You can choose additional options for applying a theme by right-clicking a thumbnail in the gallery to open a shortcut menu of options. Apply to All Slides applies the theme to every slide in the presentation (the default). Apply to Selected Slides applies the theme to the slides you choose, which allows you to have multiple themes in a presentation. Of course, having too many themes in a

single presentation can be visually overwhelming and diminish their effectiveness. Set As Default Theme applies the selected theme to all new presentations and moves the theme to the top of the Themes gallery. Lastly, Add Gallery to Quick Access toolbar creates a link to the gallery on the Quick Access toolbar, eliminating the need to first click the Design tab on the Ribbon or the New tab in Backstage view to access themes.

Entering Text on a Slide

You can add text to a slide in the Slide pane or the Outline tab. Working in the Slide pane shows you exactly how the text will look on the slide, while Outline view can be useful when you have a lot of text to edit and rearrange. When you create a new presentation, the first slide is a **title slide**. It contains two placeholders: a title placeholder that reads 'Click to add title' and a subtitle placeholder that reads 'Click to add subtitle.' When you add a new slide, the default placeholders adjust to the new content. By default, subsequently added slides are title and content slides; they have a title placeholder and a content placeholder that supports bulleted text, graphic elements, and other media. Once you fill in a placeholder of any type—text, table, graphics, or any combination thereof—the placeholder becomes an **editable object** in the slide. You begin the presentation by adding text to the title slide. You fill in the substance of the presentation by adding three content slides and adding text to them.

STEPS

1. Click the Home tab, then position the mouse over the title placeholder in the Slide pane
The pointer changes to , indicating that it is positioned in a text placeholder.
2. Click the title placeholder
A dashed-line **selection box** surrounds the title placeholder, the placeholder text is hidden, and a blinking vertical insertion point indicates where the new text will be entered, as shown in Figure M-7.
3. Type Sustainable Lifestyle & Fun
The title text appears in the title font and style and automatically wraps in the title placeholder.
4. Click the subtitle placeholder, then type Green, Healthy, and Profitable
The subtitle text appears in the subtitle font and style.

TROUBLE

Be sure to click the top of the New Slide button, not the arrow.

QUICK TIP

Press [Tab] to create a second-level bullet indented from a first-level main bullet.

QUICK TIP

You can also press [Ctrl][M] to add a slide.

5. Click the New Slide button in the Slides group
A new slide with Title and Content layout appears in the Slide pane. A **Jayout** is an arrangement of placeholders and formatting configured to support a particular type of content.
6. Click the 'Click to add title' placeholder, type Recyclable Bird Houses, then click the 'Click to add text' placeholder
7. Type Meet the Peeps, press [Enter], type Wings Aloft, press [Enter], then type Sky Condo
Each time you press [Enter], the insertion point moves to a new bulleted line, as shown in Figure M-8.

8. Click the New Slide button, then enter the text shown below

Title:	Bullets:
Fitness Paddling	<ul style="list-style-type: none"> • Dragon Kayak • Trident Canoe • Loch Ness Hybrid

9. Click the New Slide button, enter the text shown below, then save your changes

Title:	Bullets:
Lounge Chairs	<ul style="list-style-type: none"> • Sustained Relaxation • Kick Back • Tranquility Base

Each completed slide thumbnail appears in the Slides tab, as shown in Figure M-9. The presentation has four slides total. To specify the type of slide layout you want to add, click the New Slide list arrow or click the Layout button in the Slides group.

Formatting Text

You can format presentation text to emphasize specific words or phrases, or to improve the way text appears in a slide, such as by adding or deleting a line. For example, in a bulleted list, you might want to enhance one bullet point by changing its color or by increasing its font size. Formatting text in a slide is similar to formatting text in other Microsoft Office applications, particularly Word. You can use commands on the Ribbon to alter font type, size, and color; many formatting options are also available on the Mini toolbar. You can change the fonts in a presentation by using the Fonts button in the Themes group. Karen wants you to make a few changes to the text in the presentation. You will also show her the effect of changing the theme fonts in the presentation.

STEPS

QUICK TIP

To select a single word, double-click the word.

1. Click Slide 1 in the Slides tab, then triple-click the text in the subtitle.
The phrase "Green, Healthy, and Profitable" is selected, and the Mini toolbar is partially visible.
2. Click the Bold button **B** in the Font group on the Home tab, then click a blank area of the slide.
The text is deselected and bolded.
3. Click just before the word and in the subtitle, then press [Enter].
The words "and Profitable" are centered on their own line, as shown in Figure M-10.
4. Click Slide 2 in the Slides tab, select the letter R in "Recyclable," then click the Increase Font Size button **A** on the Mini toolbar twice.
The text increases in size from 54 pt to 66 pt.
5. Select the bulleted text, click the Font Color button list arrow **A** in the Font group, then click the Dark Red, Accent 1, Darker 50% effect (bottom of the fifth column from the left), as shown in Figure M-11.
The text color changes to a shade of dark red.
6. Move to Slide 3, increase the size of the letter F in "Fitness" twice, select the bulleted list, then click the Font Color button **A** in the Font group to apply the dark red color used in Step 5.
7. Move to Slide 4, increase the size of the letter L in "Lounge" twice, select the bulleted list, then click **A**.
8. Click the Design tab, click the Fonts button in the Themes group, scroll down, click Urban, click a blank part of the slide, then compare your screen to Figure M-12.
The title and bulleted fonts change to a different font style. Changing theme fonts changes all the text in a presentation instantaneously, which can be a big time-saver.
9. Save your changes, click Slide 1 in the Slides tab, click the Slide Show button **B** on the status bar, view the presentation, then return to Normal view.

Adding a Text Box

There may be times when you want to add new text to a slide but format it outside the confines of a text placeholder, such as in a label or as part of a graphic. You can add a text box, apply a style to it, and manually place it anywhere on the slide or align it to other objects on the slide. As with any object, you can modify a text box by moving, resizing, and realigning it. As in Word, PowerPoint includes Quick Styles that you can use to apply multiple formatting attributes at once. Karen wants you to add a slide about the Outdoor Designs' Community Partner Award and create a colorful text box that reminds sales reps to play up the award with their clients.

STEPS

1. Click the Home tab, click the New Slide list arrow in the Slides group, click Title Only, click the 'Click to add title' placeholder, click the Decrease Font Size button in the Font group twice, then type Community Partner Award

The new slide has only a title text placeholder at the top.

QUICK TIP

As soon as you click a slide to create a text box, the Home tab becomes active, so you can easily apply Font and Paragraph options.

2. Click the Insert tab, click the Text Box button in the Text group, then click the approximate center of the slide

A blank text box appears on the slide.

3. Type Prepare media kit, press [Enter], then type Upload video of awards ceremony

The text appears in a new text box, as shown in Figure M-13.

TROUBLE

The right side of the text-box may extend past the edge of the slide.

4. Select the text, then click the Center button in the Paragraph group

The text is centered in the text box.

5. Click the Font Size list arrow in the Font group, then click 28

6. Click the Quick Styles button in the Drawing group, then click the Colored Fill – Dark Red, Accent 1 effect (second row and second column), as shown in Figure M-14

This Quick Style is applied to the text box.

7. Click the Arrange button in the Drawing group, point to Align, then click Align Center

The text box is center-aligned beneath the title object.

QUICK TIP

You can also access Quick Style shapes in the Shape Styles group on the Drawing Tools Format tab.

8. Click the Arrange button, point to Align, click Distribute Vertically, click a blank area in the slide to deselect the text box, then save your changes

The object is distributed vertically on the slide, as shown in Figure M-15.

QUICK TIP

To align a single object on the slide, verify that Align to Slide has a check mark; to align objects to each other, select Align Selected Objects.

Using sections

Long presentations can become difficult to manage, especially if you need to find a particular slide or group of slides quickly. You can easily organize slides by inserting sections into a slide show. You can apply formatting, themes, animations, transitions, and other presentation enhancements to entire sections. To create a section, position the mouse pointer before the slide where you want the section to begin, in either the Slides tab or in Slide Sorter view. Next, click the

Section button list arrow in the Slides group on the Home tab, then click Add Section. You can also click the Section button to rename, delete, move, collapse, or expand sections. In both the Slides tab and Slide Sorter view, you can right-click a section name to access these commands. To print only certain sections, click the File tab, click Print, click the Print All Slides list arrow, then select the sections you want to print at the bottom of the menu.

Creating SmartArt

Although regular or bulleted text can be effective in capturing a viewer's attention, there may be times when you need a more striking visual. You can convert text or transform photographs to **SmartArt** and instantly create visually rich and professional-looking diagrams. SmartArt includes dozens of layouts from which to choose, organized by category, as listed in Table M-1. For example, you can show proportional or hierarchical relationships, various processes, and directional flows. You can also include photos with the graphics. Once you create a SmartArt graphic, you can modify its style just as you can with any object.  You want to create another slide about the Community Partner Award and decide to use SmartArt to create a diagram for the text. You also want to convert some existing text to SmartArt.

STEPS

TROUBLE

If you select the text inside an object instead of the object itself, the border of the text box will appear as a dotted line; click the border until it becomes a solid line.

QUICK TIP

To close the text pane, click the Close button; to open it, click the text pane button on the left border of the SmartArt graphic.

QUICK TIP

You do not have to first select all the bulleted text you want to convert to SmartArt; you only need to click in the bulleted text object you want to convert.

1. Select Slide 5, click the New Slide list arrow in the Slides group, click Duplicate Selected Slides, select the text box on the new slide in the Slide pane, then press [Delete]
A duplicate of Slide 5 is inserted, and the text box is deleted. Duplicating a slide is a quick way to reuse content. On the new slide 6, you want to use the title text but not the content placeholder.
2. Click the Insert tab, then click the SmartArt button in the Illustrations group
The Choose a SmartArt Graphic dialog box opens, as shown in Figure M-16. The dialog box consists of three panes. The left pane lists the types of layouts, the middle pane shows thumbnails of each layout, and the right pane shows a preview of the layout and a description of how to use it.
3. Click Process, click each layout to preview its configuration preview and description, click Step Up Process (in the first row), then click OK
A blank SmartArt object with the Multidirectional layout appears in the slide, using the current slide Theme Colors, and the SmartArt Tools Design tab is active, as shown in Figure M-17. The SmartArt object also contains a text pane that you can use to enter text for the graphic. Depending on your settings, the text pane might open, or it might be closed and display only the text pane button on the left side of the object.
4. Click the text placeholder in the selected text box, then type ID Stakeholders
The text automatically wraps and resizes to fit the text box. Notice that the text in the other placeholders resize as well.
5. Click the middle text placeholder, type Spotlight Activities, click the third text placeholder, type Engage Public, then click outside of the SmartArt object to deselect it
The SmartArt object is complete.
6. Click Slide 4, click anywhere in the bulleted text, then click the Convert to SmartArt Graphic button  in the Paragraph group, then click More SmartArt Graphics
The Choose a SmartArt Graphic dialog box opens.
7. Click List, scroll down, click the Target List layout in the third column in the second row from the bottom, then click OK
The Target List layout is applied to the bulleted list, and the SmartArt Tools Design tab opens.
8. Click the More button  in the SmartArt Styles group, click the Sunset Scene style in the 3-D section, click outside of the SmartArt object, then save your changes
The objects appear three-dimensional with an engraved texture, as shown in Figure M-18.

Adding a Header and Footer

You can add a header and/or footer to a presentation if you want certain information, such as the current slide number; the presentation date or location; a copyright disclaimer; or the presenter's name and company, organization, or college to appear on each slide. Because the text in headers and footers appears on every slide, it can help the audience (and presenter) keep track of and focus on the presentation. Footers appear both in the slide during the presentation and when you print notes, outlines, or handouts. Headers are only visible when you print notes and handouts. ~~Figure M-19~~ Karen wants everyone to know that this information is not yet finalized. You decide to add a header and footer to the presentation to include this and other useful information.

STEPS

QUICK TIP

You can add footers and headers to the presentation from any slide.

1. Click the Insert tab, then click the Header & Footer button in the Text group

The Header and Footer dialog box opens with the Slide tab in front. You use this tab to specify the information you want visible in the footer. The Preview box shows the location of the footer and header information.

2. Click the Date and time check box to select it, click the Update automatically list arrow, then click the fourth option (for example, March 23, 2013), then compare your dialog box to Figure M-19

The date will appear in a formal date style. The Update automatically selection means that the date on the slide is dynamic and will always update to the date the presentation is opened. To select a date that is static so that it never changes, select the Fixed option and type the date you want shown on the slide.

3. Click the Slide number check box, click the Footer check box, then in the Footer text box type DRAFT - Do Not Distribute

4. Verify that the Don't show on title slide check box is not selected, click Apply to All, compare your screen to Figure M-20, then press [Page Up] three times to move to the title slide

The dialog box closes, and the footer information is applied to each slide. Because you did not select the Don't show on title slide check box, the footer information appears on the title slide. Usually, the title slide is not numbered. You decide to customize the footer for the title slide and remove the page number.

5. Click the Header & Footer button in the Text group *slide 1*
6. Click the Slide number check box and the Footer check box to deselect them, click Apply, then save your changes

Only the date appears in the title slide. Because you clicked Apply instead of Apply to All, the change affects only the title slide, as shown in Figure M-21.

QUICK TIP

To modify the footer text for an individual slide, select the footer text you want to edit, make changes as desired, then click Apply.

Editing the slide master

Themes and templates come with default settings. However, there may be times when you want to make a design change to every slide, change the alignment or font size of text, or add a logo or other graphic to every slide. Instead of making the change manually on each slide, you can modify the slide master. Every PowerPoint presentation contains a slide master. The **Slide Master** contains the layouts, design elements, and other formatting attributes for a presentation. After you apply a theme or a template, you can customize

the slide master and save it for future use. To modify the slide master, click the View tab, then click the Slide Master button in the Master Views group. On the Slide Master tab, you can select additional slide masters, insert placeholders, apply multiple themes, and change backgrounds and layouts. To create a new slide master, right-click a slide thumbnail, click Duplicate Layout, then customize the slide master as desired. To save it with a unique name, click the Rename button in the Edit Master group, then type a name.

Printing Handouts

When you give a presentation, having a printed copy to which you can refer and on which your audience can take notes is helpful. You can print a few different types of supporting materials. For example, you can print the actual slides, one to a page. You can also print **handouts**, which contain one or more slides per page, and can include blank lines for audience members to use for notes. **Notes pages** contain a thumbnail of each slide plus any speaker notes you added in the Notes pane, as well as any header and footer information. Before printing any document, it is always a good idea to preview it. ~~Figure M-22~~ You have completed the draft of the slide show for Karen. Now, you want to preview the presentation, select a handout layout, add a header, and print out a handout for her to review. *Note:* Many schools limit printing in order to conserve paper. If your school restricts printing, skip Step 7.

STEPS

1. Click the View tab, then click the Handout Master button in the Master Views group

The view changes to Handout Master view, where you can determine how the handouts will appear on a page and what information to include in the header or footer. The default layout for handouts appears in the window, and the Handout Master tab is active, as shown in Figure M-22. You can quickly change the page orientation, number of slides per page, headers and footers, themes, and styles using this tab. By default, only the page number and date print; header and footer information you entered for slides does not carry over to handouts.

2. Click the Header placeholder, type Karen's Review, then click the Close Master View button in the Close group

The Handout Master layout closes.

3. Click the Save button  on the Quick Access toolbar, click the File tab, then click Print

4. Click the Full Page Slides list arrow in the Settings section in the middle pane, compare your screen to Figure M-23, then click 3 Slides

The Preview pane shows three slides per page with note lines.

5. Click the Next Page button  at the bottom of the Preview pane to view the next handout page, then compare your screen to Figure M-24

To see more or less detail in the preview, use the Zoom slider  and the Zoom In  and Zoom Out  buttons in the lower-right corner of the Preview pane.

6. Click the Color list arrow in the Settings section, then click Grayscale

The handouts will print shades of white and black.

7. If your school allows printing, click the Print button in the Print section to print the handouts

8. Save your changes to the presentation, close it, then exit PowerPoint

QUICK TIP

To select all, current, or a range of slides to print, click Print All Slides, then select the option you want.

QUICK TIP

If you do not have a color printer selected, the preview will display in grayscale.

QUICK TIP

To select another printer, click the selected printer in the Printer section, then click a printer.

Sharing a presentation

The ultimate goal of creating a slide show is to have viewers watch it. To examine the many avenues PowerPoint offers for sharing a presentation, click the File tab, then click Save & Send. Here you can attach your presentation to an e-mail as a .pptx, .pdf, or .xps file, or send it as an Internet fax. Before sending an attachment, first click Info, and then optimize or compress media in the presentation to reduce its file size. To reach online users, you can either post your presentation online to Windows SkyDrive, where viewers can access it using the PowerPoint Web App, or broadcast a copy of your presentation in real

time, where viewers just need a free Windows Live ID to be able to experience your presentation as you give it—just as if you were in the same room. If you want viewers to be able to watch your presentation at their convenience, record a video of your presentation in Windows Media Video (.wmv) format, playable in the Windows Media Player. Finally, you can package your presentation for a CD, in which case the presentation will play automatically. Packaging also copies the PowerPoint Viewer, so that even if the user does not have PowerPoint installed, he or she can still view the presentation.

Select the best answer from the list of choices.

15. Which view allows you to see sections in a presentation?

- a. Presentation view
- b. Slide Sorter view
- c. Slide Show view
- d. Slide view

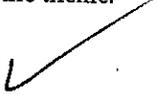
16. Which of the following is not a feature of SmartArt?

- a. Transforms graphics to bullets
- b. Formats text in rich graphical shapes
- c. Provides diagram layouts
- d. Applies a textured style

17. Which of the following is not true about Design themes?

- a. You can change the background style.
- b. You can view theme thumbnails in Backstage view.
- c. You can only apply one theme to a presentation.
- d. You can print handouts that show the theme.

Skills Review



1. View a presentation.

- a. Start Microsoft PowerPoint, click the File tab, click New, view sample templates, then create a presentation using the Contemporary Photo Album template. (*Hint:* Search for and download the template from Office.com templates.)
- b. Move to Slide 4 using the Next Slide button.
- c. Make the Outline tab active, then move to Slide 5.
- d. View the presentation in Slide Sorter view, then click Slide 1.
- e. View the presentation in Slide Show view, then view each slide in the presentation.
- f. Return to Normal view.
- g. Close the presentation.

2. Use a theme.

- a. Click the File tab, click New, then click Themes.
- b. Create a new presentation using the Aspect theme.
- c. Save the presentation as **M-Telecommunicate** where you save your Data Files.
- d. Make the Design tab active, then apply the Slipstream theme to the presentation. (*Hint:* Click the More button in the Themes group.)
- e. Apply the Style 7 background style to the presentation.
- f. Save your changes.

3. Enter text on a slide.

- a. Type **Tech Factoids** in the title placeholder.
- b. Type **Hold the Phone & Pass the Technology** in the subtitle placeholder.
- c. Use a command on the Home tab to add a new slide.
- d. Type **19th Century Tech** in the title placeholder on the new slide.
- e. Type **Telegraph, Phonograph, Telephone, and Radio** on separate lines in the content placeholder.

Skills Review (continued)

- f. Add Slides 3 and 4 to the presentation, and enter the following information on the slides:

Slide Title

3 20th & 21st Century Tech

Bullets

Television
Satellite Communication
Computer/E-mail
Text Messaging
Twitter

Slide Title

4 First Messages

Bullets

Telegraph: What hath God wrought?
Telephone: Watson, come here. I need you.
Phonograph: Mary had a little lamb
E-mail: QWERTYUIOP
Text message: Merry Christmas
Tweet: just setting up my twttr

- g. Save your changes.

4. Format text.

- Move to Slide 1, select the title text, then make the text italic.
- Move to Slide 3, select the title text, then change the font size to 40.
- Move to Slide 4, select the title text, then use a button on the Home tab to change the font Theme Color to the top color in the middle column (ScreenTip reads "Turquoise, Accent 2").
- On Slide 4, select the bulleted text, change the font size to 24, then italicize the text following each colon in the bulleted list.
- Use a command on the Design tab to apply the Waveform Theme Fonts to the presentation.
- View the slide show, return to Normal view, then save your changes.

5. Add a text box.

- Insert a new blank slide following Slide 4.
- Insert a text box in the approximate center of the slide, type "**I think there is a world market**, press [Enter], type **for maybe five computers.**", press [Enter], then type **Thomas Watson, President IBM, 1943.** (*Hint: Make the "f" lowercase in "for" after you type it.*)
- Select the first two lines of text, then change the font size to 32.
- Select all the text, then make it italic and right-aligned.
- Use a command on the Home tab to apply the Quick Style option at the top of the third column (ScreenTip reads "Colored Outline – Turquoise, Accent 2") to the text box.
- Use commands on the Home tab to arrange the text box with the Align Middle and Distribute Horizontally settings.
- Save your changes.

6. Create SmartArt.

- Insert a title slide following Slide 5, then delete the title and content placeholders.
- Use a command on the Insert tab to open the Choose a SmartArt Graphic dialog box, preview a few Cycle layouts, then insert a Circle Arrow Process SmartArt layout in the slide.
- Type **Design** in the first text placeholder, then type the following text in each text box: **Test** and **Implement**. Click the Add Shape button in the Create Graphic group, then type **Modify** in the text box.
- Apply the Intense Effect SmartArt style to the SmartArt shape, then increase the height of the SmartArt diagram approximately one inch. (*Hint: To help you measure, show the ruler by clicking the View tab and then clicking the Ruler check box in the Show group.*)
- Select Slide 2, select the bulleted text, then convert the text to Vertical Bullet List SmartArt style. (*Hint: Look near the top of the gallery.*)
- Select Slide 3, then repeat Step e for the bulleted text.
- Save your changes.

Skills Review (continued)

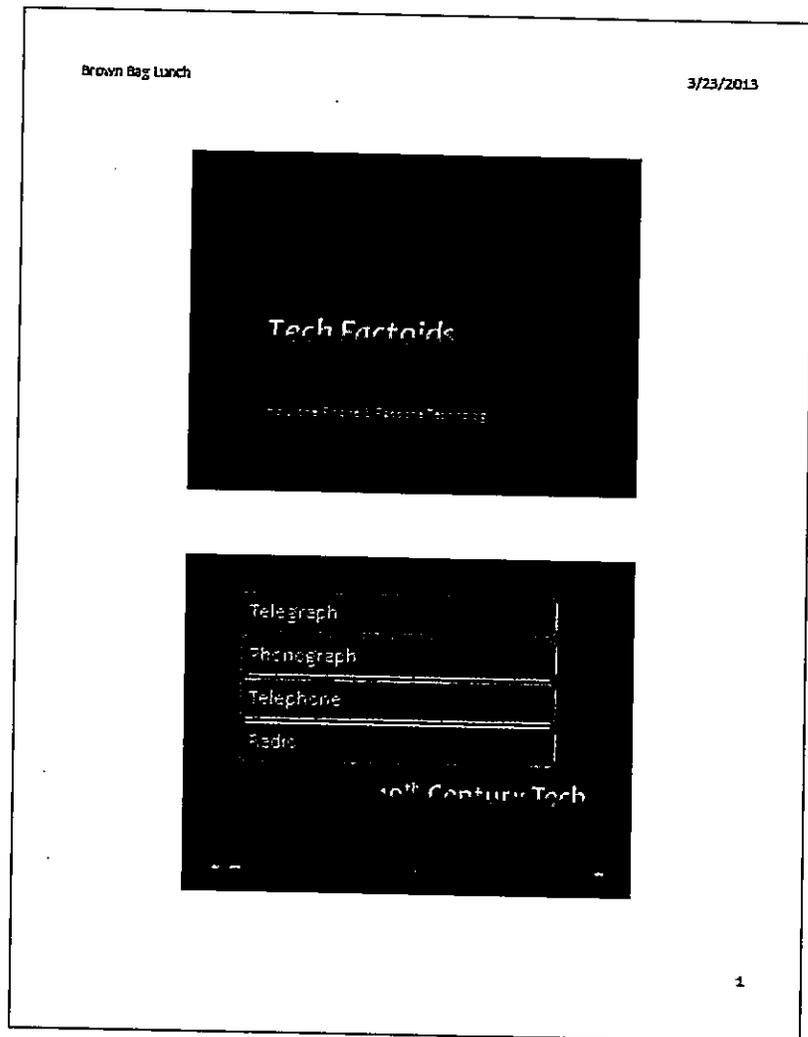
7. Add a header and footer.

- Use a button in the Text group on the Insert tab to open the Header and Footer dialog box. (*Hint:* Open the Header and Footer dialog box from the Text group on the Insert tab, then make sure each option is deselected.)
- Select the Date and time check box, then select the top option in the Update automatically date list.
- Add a checkmark to the Slide number check box and to the Don't show on title slide check box.
- Add a footer with your name, then click Apply to All.
- Save your changes.

8. Print handouts.

- Use a command on the View tab to switch to Handout Master view.
- Click the header placeholder, then type **Brown Bag Lunch**.
- Close Master view, click the File tab, click Print, then use a command in the Settings section to select Handouts 2 Slides.
- Use the Previous Page button to move to the first page, then compare your Preview pane to Figure M-26.
- Click Color, then select Pure Black and White as the Color option.
- Print the handouts if your lab allows printing.
- Save your changes, close the M-Telecommunicate presentation, then exit PowerPoint.

FIGURE M-26



Independent Challenge 1

You are the fitness director for CoreWerks, a trendy health club and spa in the LoDo section of Denver. The club is updating its Web page, and you are responsible for briefing the Web designer and other marketing staff on the fitness classes the club offers. You will be presenting to the entire staff at a company meeting and want to encourage input from the audience.

- Start PowerPoint, open the file **M-1.pptx** from the drive and folder where you store your Data Files, then save it as **M-CoreWerks**.
- Apply the Executive theme to the presentation.
- On Slide 1, change the subtitle font attributes to Font size 32 and Text Shadow.
- Change the background style in the presentation to Style 11.
- Change the font color of the title in Slide 3 to black.
- Convert the bulleted text in Slide 3 to SmartArt and apply the Horizontal Multi-Level Hierarchy style to it. (*Hint:* Click More SmartArt Graphics in the gallery.)
- Change the SmartArt style to Metallic Scene. (*Hint:* Click the More button in the SmartArt Styles group.)

Independent Challenge 1 (continued)

h. Insert a new slide at the end of the presentation and enter the following information:

<u>Title</u>	<u>Bullets</u>
Aerobics	Salsa
	Hip Hop
	General Dance

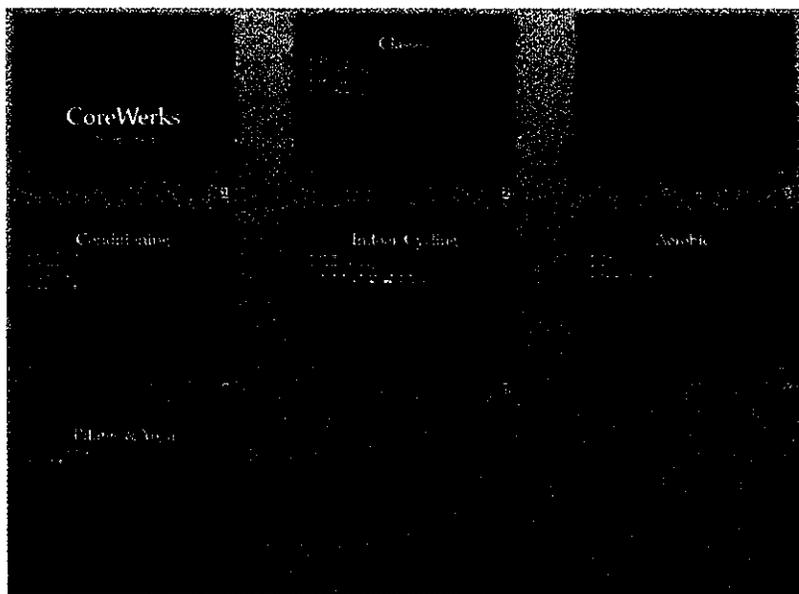
Advanced Challenge Exercise



- On Slide 2, move **Pilates** to the end of the list, then move Slide 6 after Slide 7, so that the Pilates slide is the last slide.
- On Slides 2 and 7, type & **Yoga** after the word **Pilates**.
- On the Indoor Cycling slide, add a new bullet after **Century Training**, press [Tab], then type **Prepare for the Old Santa Fe Trail Trek**.
- Press [Enter], press [Tab], then type **100 miles of great scenery and companionship**.

- i. Add a page number to every slide except the title slide.
- j. View the presentation in Slide Sorter view, then compare your screen to Figure M-27.
- k. Add your name as a header to the handout, then print the presentation as handouts (nine slides per page) if your lab allows printing.
- l. Save your changes, close the presentation, then exit PowerPoint.

FIGURE M-27



Independent Challenge 2

You are curator of the Sauce and Marinade Museum. Along with cosponsors from the food industry, you are creating a traveling exhibit on vinegars from around the world. The exhibit will also feature classes on making flavored vinegars. The first step is to provide an overview of vinegar to the design and installation staff involved in creating the exhibit. You decide to create a PowerPoint presentation to educate your staff.

- a. Start PowerPoint, open the file M-2.pptx from where you store your Data Files, then save it as **M-Vinegar**.
- b. Apply the theme of your choice to the presentation. Select a background style if desired.
- c. Select fonts and font sizes, and apply formatting attributes to slides as desired, to add a professional touch and enhance the look and feel of the presentation. (*Hint:* Italicize foreign or unfamiliar words.)
- d. Use the text in the sub-bullet in Slide 6 to create and format a text box in that slide. (*Hint:* Resize the content placeholder, create a text box, then copy and paste or type the text from the sub-bullet.)
- e. Use SmartArt shapes at least twice in the presentation, either by creating from scratch or by converting existing text. (*Hint:* Add slides as desired.)
- f. Insert a page number in the header or footer of the presentation, and add your name to the header of the handout.
- g. Print handouts using the layout of your choice if your lab allows printing, then save your changes.
- h. Close the presentation, then exit PowerPoint.

Visual Workshop

Using the skills you learned in this unit, create and format the slide shown in Figure M-28. (*Hint:* Create a new, blank, one-slide slide show. Apply a theme with default settings, and change the background style; for the SmartArt, look in the List layouts and apply a style.) Add your name to the footer, then save the file as **M-Condiments We Love** to the drive and folder where you store your Data Files. Print the slide of your presentation if your lab allows printing. Save your changes, close the presentation, then exit PowerPoint.

FIGURE M-28

Condiments We Love

- Chutney
- salsa
- pico de gallo
- relish
- pickles
- salsa

Your Name