Microsoft PowerPoint 2010

Objectives

You will have mastered the material in this chapter when you can:

- Change theme colors
- Insert a picture to create a background
- Format slide backgrounds
- Insert and size a shape
- Add text to a shape
- Apply effects to a shape
- Change the font and add a shadow
- Format pictures
- Apply a WordArt style
- Format WordArt
- Format text using the Format Painter

Enhancing a Presentation with Pictures, Shapes, and WordArt
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Introduction

In our visually oriented culture, audience members enjoy viewing effective graphics. Whether reading a document or viewing a PowerPoint presentation, people increasingly want to see photographs, artwork, graphics, and a variety of typefaces. Researchers have known for decades that documents with visual elements are more effective than those that consist of only text because the illustrations motivate audiences to study the material. People remember at least one-third more information when the document they are seeing or reading contains visual elements. These graphics help clarify and emphasize details, so they appeal to audience members with differing backgrounds, reading levels, attention spans, and motivations.

Project — Presentation with Pictures, Shapes, and WordArt

The project in this chapter follows graphical guidelines and uses PowerPoint to create the presentation shown in Figure 2–1. This slide show, which discusses yoga and meditation, has a variety of illustrations and visual elements. For example, pictures have particular shapes and effects. The enhanced type has a style that blends well with the background and illustrations. Pictures and type are formatted using Quick Styles and WordArt, which give your presentation a professional look.

Overview

As you read through this chapter, you will learn how to create the presentation shown in Figure 2–1 by performing these general tasks:

- Format slide backgrounds.
- Insert and format pictures by applying styles and effects.
- Insert and format shapes.
- Format text using WordArt.
- Print a handout of your slides.

Yoga's Origins

The term, yoga, is derived from the Sanskrit word yuj, meaning to join or unite. Yogis have been practicing this system of exercises and philosophy of mental control for more than 26,000 years.
Figure 2–1

(a) Slide 1 (Title Slide with Picture Background and Shapes)

(b) Slide 2 (Formatted Picture)

(c) Slide 3 (Formatted Picture)

(d) Slide 4 (Inserted and Formatted Shapes)
Plan Ahead

General Project Guidelines
When creating a PowerPoint presentation, the actions you perform and decisions you make will affect the appearance and characteristics of the finished document. As you create a presentation with illustrations, such as the project shown in Figure 2–1, you should follow these general guidelines:

1. **Focus on slide text content.** Give some careful thought to the words you choose. Some graphic designers advise starting with a blank screen so that the document theme does not distract from or influence the words.

2. **Apply style guidelines.** Many organizations and publishers establish guidelines for writing styles. These rules apply to capitalization, punctuation, word usage, and document formats. Ask your instructor or manager for a copy of these guidelines or use popular writing guides, such as the *The Chicago Manual of Style*, *The Associated Press Stylebook*, and *The Elements of Style*.

3. **Use color effectively.** Your audience’s eyes are drawn to color on a slide. Used appropriately, color can create interest by emphasizing material and promoting understanding. Be aware of symbolic meanings attached to colors, such as red generally representing danger, electricity, and heat.

4. **Adhere to copyright regulations.** Copyright laws apply to printed and electronic materials. You can copy an existing photograph or artwork if it is in the public domain, if your company owns the graphic, or if you have obtained permission to use it. Be certain you have the legal right to use a desired graphic in your presentation.

5. **Consider graphics for multicultural audiences.** In today’s intercultural society, your presentation might be viewed by people whose first language is different from yours. Some graphics have meanings specific to a culture, so be certain to learn about your intended audience and their views.

6. **Use WordArt in moderation.** Used correctly, the graphical nature of WordArt can add interest and set a tone. Format text with a WordArt style only when needed for special emphasis.

When necessary, more specific details concerning the above guidelines are presented at appropriate points in the chapter. The chapter also will identify the actions you perform and decisions made regarding these guidelines during the creation of the presentation shown in Figure 2–1.

Starting PowerPoint

Chapter 1 introduced you to starting PowerPoint, selecting a document theme, creating slides with clip art and a bulleted list, and printing a presentation. The following steps, which assume Windows 7 is running, start PowerPoint. You may need to ask your instructor how to start PowerPoint for your computer. For a detailed example of the procedure summarized on the next page, refer to pages OFF 33 through OFF 35 in the Office 2010 and Windows 7 chapter.
To Start PowerPoint and Apply a Document Theme

1. Click the Start button on the Windows 7 taskbar to display the Start menu.
2. Type Microsoft PowerPoint as the search text in the ‘Search programs and files’ text box.
3. Click Microsoft PowerPoint 2010 in the search results on the Start menu to start PowerPoint and display a new blank document.
4. If the PowerPoint window is not maximized, click the Maximize button.
5. Apply the Verve document theme.

Focus on slide text content.
Once you have researched your presentation topic, many methods exist to begin developing slide content.
- Select a document theme and then enter text, illustration, and tables.
- Open an existing presentation and modify the slides and theme.
- Import an outline created in Microsoft Word.
- Start with a blank presentation that uses the default Office Theme. Consider this practice similar to an artist who begins creating a painting with a blank, white canvas.
  Experiment using different methods of developing the initial content for slides.
Experienced PowerPoint users sometimes find one technique works better than another to stimulate creativity or help them organize their ideas in a particular circumstance.

Creating Slides and Changing Font Colors and Background Style
In Chapter 1, you selected a document theme and then typed the content for the title and text slides. In this chapter, you will type the slide content for the title and text slides, select a background, insert and format pictures and shapes, and then insert and format WordArt. To begin creating the four slides in this presentation, you will enter text in four different layouts, change the theme colors, and then change the background style.

Apply style guidelines.
A good stylebook is useful to decide when to use numerals or words to represent numbers, as in the sentence, More than 25 students are waiting for the bus to arrive. Stylebooks also offer rules on forming possessives, capitalizing titles, and using commas. Once you decide on a style to use in your presentation, apply it consistently throughout your presentation.

To Create a Title Slide
Recall from Chapter 1 that the title slide introduces the presentation to the audience. In addition to introducing the presentation, this project uses the title slide to capture the audience’s attention by using title text and a background picture. The following steps create the slide show’s title slide.
To Create the First Text Slide

The first text slide you create in Chapter 2 emphasizes the relaxation and restoration benefits derived from practicing yoga and meditation. The following steps add a new slide (Slide 2) and then create a text slide using the Picture with Caption layout.

1. Click Home on the Ribbon to display the Home tab, click the New Slide button arrow, and then click Picture with Caption in the Layout gallery to add a new slide with this layout.
2. Type Relax and Restore in the title text placeholder.
3. Press the ENTER key and then type Calm the mind and boost oxygen levels in the brain. in this placeholder (Figure 2–3).
To Create the Second Text Slide

The second text slide you create stresses the fact that yoga and meditation strengthen the body in multiple ways. The following steps add a new text slide (Slide 3) that uses the Content with Caption layout.

1. Click the New Slide button arrow and then click Content with Caption in the Layout gallery to add a new slide with this layout.
2. Type **Strengthen Body** in the title text placeholder.
3. Press CTRL+ENTER and then type *Increase flexibility and tone muscles.* in the caption placeholder (Figure 2 – 4).

Why does the text display with capital letters despite the fact I am typing uppercase and lowercase letters?

The Verve theme uses the All Caps effect for the title text. This effect converts lowercase letters to uppercase.

Figure 2–3

Figure 2–4

Property of Cengage Learning
To Create the Third Text Slide

Yoga and meditation help create balance in an individual’s life. The last slide you create uses graphics to depict the connection among the mind, body, and spirit. You will insert symbols later in this project to create this visual element. For now, you want to create the basic slide. The following step adds a new text slide (Slide 4) that uses the Blank layout.

1 Click the New Slide button arrow and then click Blank in the Layout gallery. (Figure 2–5).

Presentation Template Color Scheme

Each presentation template has 12 complementary colors, which collectively are called the color scheme. You can apply these colors to all slides, an individual slide, notes pages, or audience handouts. A color scheme consists of four colors for a background and text, six accent colors, and two hyperlink colors. The Theme Colors button on the Design tab contains a square with four colors; the top two colors indicate the primary text and background colors, and the bottom two colors indicate the accent colors. You also can customize the theme colors to create your own set and give them a unique name. Table 2–1 explains the components of a color scheme.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background color</td>
<td>The background color is the fundamental color of a PowerPoint slide. For example, if the background color is black, you can place any other color on top of it, but the fundamental color remains black. The black background shows everywhere you do not add color or other objects.</td>
</tr>
<tr>
<td>Text color</td>
<td>The text color contrasts with the background color of the slide. As a default, the text border color is the same as the text color. Together with the background color, the text and border colors set the tone for a presentation. For example, a gray background with black text and border sets a dramatic tone. In contrast, a red background with yellow text and border sets a vibrant tone.</td>
</tr>
<tr>
<td>Accent colors</td>
<td>Accent colors are designed as colors for secondary features on a slide. They often are used as fill colors on graphs and as shadows.</td>
</tr>
<tr>
<td>Hyperlink colors</td>
<td>The default hyperlink color is set when you type the text. When you click the hyperlink text during a presentation, the color changes to the Followed Hyperlink color.</td>
</tr>
</tbody>
</table>
To Change the Presentation Theme Colors

The first modification to make is to change the color scheme throughout the presentation. The following steps change the color scheme for the template from a gray title slide background with pink text and accents to a blue background with pink and orange accents.

1. Click Design on the Ribbon and then click the Theme Colors button (Design tab | Themes group) to display the Theme Colors gallery.

2. Scroll down and then point to the Oriel built-in theme to display a live preview of this color scheme (Figure 2–6).

Experiment

Point to various themes in the Theme Colors gallery and watch the colors change on Slide 4.

Why does a gold line surround the Verve color scheme in the Theme Colors gallery?

It shows the Verve document theme is applied, and those eight colors are associated with that theme.

Q&A

To Change the Presentation Theme Colors

What if I want to return to the original theme color?

You would click the Theme Colors button and then click Verve in the Theme Colors gallery.

Q&A

Figure 2–6

Figure 2–7
To Save a Presentation

You have performed many tasks while creating this slide and do not want to risk losing work completed thus far. Accordingly, you should save the document.

The following steps assume you already have created folders for storing your files, for example, a CIS 101 folder (for your class) that contains a PowerPoint folder (for your assignments). Thus, these steps save the document in the PowerPoint folder in the CIS 101 folder on a USB flash drive using the file name, Yoga. For a detailed example of the procedure summarized below, refer to pages OFF 27 through OFF 29 in the Office 2010 and Windows 7 chapter at the beginning of this book.

1. With a USB flash drive connected to one of the computer’s USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box.
2. Type Yoga in the File name text box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.
3. Navigate to the desired save location (in this case, the PowerPoint folder in the CIS 101 folder [or your class folder] on the USB flash drive).
4. Click the Save button (Save As dialog box) to save the document in the selected folder on the selected drive with the entered file name.

Inserting and Formatting Pictures in a Presentation

With the text entered and background formatted in the presentation, the next step is to insert digital pictures into the placeholders on Slides 2 and 3 and then format the pictures. These graphical images draw the viewers’ eyes to the slides and help them retain the information presented.

In the following pages, you will perform these tasks:

1. Insert the first digital picture into Slide 3.
2. Insert the second digital picture into Slide 2.
3. Change the look of the first picture.
4. Change the look of the second picture.
5. Resize the second picture.
6. Insert a digital picture into the Slide 1 background.
7. Format slide backgrounds.
To Insert a Picture

The next step in creating the presentation is to insert one of the digital yoga pictures in the picture placeholder in Slide 3. The picture is available on the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

The following steps insert a picture, which, in this example, is located in the PowerPoint Chapter 02 folder on the same USB flash drive that contains the saved presentation, into Slide 3.

1. With your USB flash drive connected to one of the computer’s USB ports, click the Previous Slide button to display Slide 3.

2. If Computer is not displayed in the navigation pane, drag the navigation pane scroll bar (Insert Picture from File icon) until Computer appears.

3. Click Computer in the navigation pane to display a list of available storage devices in the Insert Picture dialog box. If necessary, scroll through the dialog box until your USB flash drive appears in the list of available storage devices.

4. Double-click your USB flash drive in the list of available storage devices to display a list of files and folders on the selected USB flash drive. Double-click the Data Files for Students folder, double-click the PowerPoint folder, and then double-click the Chapter 02 folder to display a list of files in that folder.

5. Scroll down and then click Hands Yoga to select the file name (Figure 2–8).

Q&A

What if the picture is not on a USB flash drive?

Use the same process, but select the drive containing the picture.
Click the Insert button (Insert Picture dialog box) to insert the picture into the content placeholder in Slide 3 (Figure 2–9).

What are the symbols around the picture?
A selected graphic appears surrounded by a selection rectangle, which has small squares and circles, called sizing handles, at each corner and middle location.

Q&A

To Insert Another Picture into a Content Placeholder

The next step is to insert another digital yoga picture into the Slide 2 content placeholder. This second picture also is available on the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

The following steps insert a picture into Slide 2.

1. Click the Previous Slide button to display Slide 2.
2. With your USB flash drive connected to one of the computer’s USB ports, click the Insert Picture from File icon in the content placeholder to display the Insert Picture dialog box.
3. If the list of files and folders on the selected USB flash drive are not displayed in the Insert Picture dialog box, double-click your USB flash drive to display them and then navigate to the PowerPoint Chapter 02 folder.
4. Scroll down and then click Green Tank Meditation to select the file name.
5. Click the Insert button (Insert Picture dialog box) to insert the picture into the Slide 2 content placeholder (Figure 2–10).

Modernism’s Effect on Graphic Design

The modernist movement of the late nineteenth and twentieth centuries influenced the design principles in use today. Artists and architects of that era simplified the world in terms of legible fonts, abstract shapes, and balanced layouts. Modernists sought to create works independent of language so their message could reach people throughout the world.
To Insert a Picture into a Slide without a Content Placeholder

In Chapter 1, you inserted a clip into a slide without a content placeholder. You also can insert a picture into a slide that does not have a content placeholder. The picture for Slide 4 is available on the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files. The following steps insert a picture into Slide 4.

1. Click the Next Slide button two times to display Slide 4.
2. With your USB flash drive connected to one of the computer’s USB ports, click Insert on the Ribbon (Figure 2–11).
2. Click Insert Picture from File (Insert tab | Images group) to display the Insert Picture dialog box. If the list of files and folders on the selected USB flash drive are not displayed in the Insert Picture dialog box, double-click your USB flash drive to display them and then navigate to the PowerPoint Chapter 02 folder.

3. Click Arch Yoga to select the file name (Figure 2–12).

3. Click the Insert button (Insert Picture dialog box) to insert the picture into the Slide 4 content placeholder.

Move the picture so that it displays approximately as shown in Figure 2–13.

Q&A
What is the green circle attached to the selected graphic?
The green circle is a rotate handle. When you drag a graphic’s rotate handle, the graphic moves in either a clockwise or counter clockwise direction.

To Correct a Picture
A photograph’s color intensity can be modified by changing the brightness and contrast. Brightness determines the overall lightness or darkness of the entire image, whereas contrast is the difference between the darkest and lightest areas of the image. The brightness and contrast are changed in predefined percentage increments. The following step increases the brightness and decreases the contrast to intensify the picture colors.
1. With the Arch Yoga picture on Slide 4 still selected, click the Corrections button (Picture Tools Format tab | Adjust group) to display the Corrections gallery.

- Point to Brightness: +20% Contrast: −40% (fourth picture in first row of Brightness and Contrast area) to display a live preview of these corrections on the picture (Figure 2–14).

Experiment

- Point to various pictures in the Brightness and Contrast area and watch the brightness and contrast change on the picture in Slide 4.

Why is a yellow border surrounding the picture in the center of the gallery?
The image on Slide 4 currently has normal brightness and contrast (0%), which is represented by this center image in the gallery.

- Click Brightness: +20% Contrast: −40% to apply this correction to the yoga picture.

Q&A

How can I remove all effects from the picture?
Click the Reset Picture button (Picture Tools Format tab | Adjust group).

To Apply a Picture Style

The pictures on Slides 2, 3, and 4 grasp the audience’s attention, but you can increase their visual appeal by applying a style. A style is a named group of formatting characteristics. PowerPoint provides more than 25 picture styles that enable you easily to change a picture’s look to a more visually appealing style, including a variety of shapes, angles, borders, and reflections. The photos in Slides 2, 3, and 4 in this chapter use styles that apply soft edges, reflections, or angled perspectives to the pictures. The following steps apply a picture style to the Slide 4 picture.

Q&A

Other Ways

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click Picture Corrections Options, move Brightness or Contrast sliders or enter number in box next to slider (Format Picture dialog box)</td>
</tr>
</tbody>
</table>
With the Slide 4 picture selected, click the Picture Tools Format tab and then click the More button in the Picture Styles gallery (Picture Tools Format tab | Picture Styles group) (shown in Figure 2–14 on the previous page) to expand the gallery.

Point to Soft Edge Rectangle in the Picture Styles gallery to display a live preview of that style applied to the picture in the document (Figure 2–15).

**Experiment**
Point to various picture styles in the Picture Styles gallery and watch the style of the picture change in the document window.

Click Soft Edge Rectangle in the Picture Styles gallery to apply the style to the selected picture (Figure 2–16).

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**To Apply Other Picture Styles**

The next step is to apply picture styles to the yoga pictures in Slides 3 and 2. To provide continuity, both of these styles will have a reflection. The following steps apply other picture styles to the Slide 3 and Slide 2 pictures.

1. Click the Previous Slide button to display Slide 3.
2. Click the Slide 3 picture to select it, click the Picture Tools Format tab, and then click the More button in the Picture Styles gallery to expand the gallery.
3. Click Reflected Perspective Right in the Picture Styles gallery to apply this style to the picture in Slide 3.
4. Click the Previous Slide button to display Slide 2.
5. Click the Slide 2 picture to select it, click the Picture Tools Format tab, and then click the More button in the Picture Styles gallery to expand the gallery.
6. Click Reflected Rounded Rectangle in the Picture Styles gallery to apply this style to the picture in Slide 2 (Figure 2–17).
To Apply Picture Effects

PowerPoint provides a variety of picture effects so that you can further customize a picture. Effects include shadows, reflections, glow, soft edges, bevel, and 3-D rotation. The difference between the effects and the styles is that each effect has several options, providing you with more control over the exact look of the image.

In this presentation, the photos on Slides 2 and 3 have an orange glow effect and have a bevel applied to their edges. The following steps apply picture effects to the selected picture.

1. With the Slide 2 picture selected, click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu.

   What if the Picture Tools Format tab no longer is displayed on my Ribbon?
   Double-click the picture to display the Picture Tools and Format tabs.

2. Point to Glow on the Picture Effects menu to display the Glow gallery.

3. Point to Orange, 11 pt glow, Accent color 1 in the Glow Variations area (leftmost glow in third row) to display a live preview of the selected glow effect applied to the picture in the document window (Figure 2–18).

**Experiment**

- Point to various glow effects in the Glow gallery and watch the picture change in the document window.

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2. Click Orange, 11 pt glow, Accent color 1 in the Glow gallery to apply the selected picture effect.

3. Click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu again.
   - Point to Bevel on the Picture Effects menu to display the Bevel gallery.
   - Point to Angle (leftmost bevel in second row) to display a live preview of the selected bevel effect applied to the Slide 2 picture (Figure 2–19).

   Experiment
   - Point to various bevel effects in the Bevel gallery and watch the picture change in the slide.

4. Click Angle in the Bevel gallery to apply the selected picture effect.

To Apply a Picture Style and Effect to Another Picture

In this presentation, the Slide 3 picture also has orange glow and bevel effects. The following steps apply the picture style and picture effects to the picture.

1. Click the Next Slide button to display Slide 3 and then click the picture to select it.
2. Click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu and then point to Glow on the Picture Effects menu to display the Glow gallery.
3. Click Orange, 11 pt glow, Accent color 1 (leftmost glow in third row) in the Glow gallery to apply the picture effect to the picture.
4. Click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu again and then point to Bevel on the Picture Effects menu to display the Bevel gallery.
5. Click Convex (third bevel in second row) in the Bevel area to apply the picture effect to the selected picture (Figure 2–20).
To Add a Picture Border

The next step is to add a small border to the Slide 3 picture. Some picture styles provide a border, but the Reflected Rounded Rectangle style you applied to this picture does not. The following steps add a border to the Slide 3 picture.

1. With the Slide 3 picture still selected, click the Picture Border button (Picture Tools Format tab | Picture Styles group) to display the Picture Border gallery.
   
   What if the Picture Tools Format tab no longer is displayed on my Ribbon? Double-click the picture to display the Picture Tools and Format tabs.

2. Point to Weight on the Picture Border gallery to display the Weight list.
   
   Point to 1½ pt to display a live preview of this line weight on the picture (Figure 2–21).

   **Experiment**
   
   Point to various line weights in the Weight list and watch the line thickness change.

   Can I make the line width more than 6 pt?
   
   Yes. Click More Lines and then increase the amount in the Width box.

3. Click 1½ pt to add this line weight to the picture.
To Change a Picture Border Color

The default color for the border you added to the Slide 3 picture is White. Earlier in this chapter, you changed the color scheme to Oriel. To coordinate the border color with the title text color and other elements of this theme, you will use a shade of red in the Oriel color scheme. Any color galleries you display show colors defined in this current color scheme. The following steps change the Slide 3 picture border color.

1. With the Slide 3 photo still selected, click the Picture Border button (Picture Tools Format tab | Picture Styles group) to display the Picture Border gallery.

Q&A

What if the Picture Tools Format tab no longer is displayed on my Ribbon?

Double-click the picture to display the Picture Tools and Format tabs.

2. Point to Red, Accent 3 (seventh theme color from left in first row) in the Picture Border gallery to display a live preview of that border color on the picture (Figure 2–22).

Experiment

Point to various colors in the Picture Border gallery and watch the border on the picture change in the slide.

3. Click Red, Accent 3 in the Picture Border gallery to change the picture border color.

To Add a Picture Border and Color to Another Picture

In this presentation, the Slide 2 picture does not have a border as part of the Reflected Perspective Right picture style. The following steps add a border to Slide 2 and change the color.

1. Click the Previous Slide button to display Slide 2 and then click the picture to select it.

2. Click the Picture Border button (Picture Tools Format tab | Picture Styles group) to display the Picture Border gallery.

3. Point to Weight on the Picture Border gallery to display the Weight list and then point to 1½ pt to display a live preview of this line weight on the picture.

4. Click 1½ pt to add this line weight to the picture.
To Resize a Graphic by Entering Exact Measurements

The next step is to resize the Slide 3 picture so that it fills much of the empty space in the slide. In Chapter 1, you resized clips by dragging the sizing handles. This technique also applies to changing the size of photos. You also can resize graphics by specifying exact height and width measurements. The yoga picture can be enlarged so that its height and width measurements are 6.0”. When a graphic is selected, its height and width measurements show in the Size group of the Picture Tools Format tab. The following steps resize the Slide 3 picture by entering its desired exact measurements.

1. Click the Next Slide button to display Slide 3 and then select the picture. Click the Shape Height text box (Picture Tools Format tab | Size group) to select the contents in the text box and then type 6 as the height (Figure 2–24).

Q&A

What if the contents of the Shape Height text box are not selected?
Triple-click the Shape Height text box.

Why did the width size also change?
PowerPoint kept the photo in proportion so that the width changed the same amount as the height changed.
2. Click the Shape Width text box (Picture Tools Format tab | Size group) to select the contents in the text box and then type 6 as the width if this number does not display automatically.

- If necessary, move the photo to the location shown in Figure 2–25.

What if I want to return a graphic to its original size and start again?

With the graphic selected, click the Size and Position dialog box launcher (Picture Tools Format tab | Size group), if necessary click the Size tab (Format Picture dialog box), click the Reset button, and then click the Close button.

### Other Ways

<table>
<thead>
<tr>
<th>Q&amp;A</th>
<th>On shortcut menu, enter shape height and width values in text boxes on shortcut menu.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Right-click picture, enter shape width values in text box (Picture Tools Format tab</td>
<td>Size group).</td>
</tr>
<tr>
<td>2. Right-click picture, click Format Picture on shortcut menu, enter shape height and width values in text box, click Close button.</td>
<td></td>
</tr>
</tbody>
</table>

### To Resize Another Graphic Using Exact Measurements

The Arch Yoga picture on Slide 4 also can be enlarged to fill space at the top of the slide. The yoga picture can be enlarged so that its height and width measurements are 3” and 4.48”, respectively. The following steps resize the Slide 4 picture.

1. Click the Next Slide button to display Slide 4 and then select the picture. Click the Shape Height text box (Picture Tools Format tab | Size group) to select the contents in the text box and type 3 as the height.

2. Move the photo to the location shown in Figure 2–26.
To Save an Existing Document with the Same File Name

You have made several modifications to the document since you last saved it. Thus, you should save it again. The following step saves the document again. For an example of the step listed below, refer to page OFF 51 in the Office 2010 and Windows 7 chapter at the beginning of this book.

1 Click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

Formatting Slide Backgrounds

A slide’s background is an integral part of a presentation because it can generate audience interest. Every slide can have the same background, or different backgrounds can be used in a presentation. This background is considered fill, which is the content that makes up the interior of a shape, line, or character. Three fills are available: solid, gradient, and picture or texture. Solid fill is one color used throughout the entire slide. Gradient fill is one color shade gradually progressing to another shade of the same color or one color progressing to another color. Picture or texture fill uses a specific file or an image that simulates a material, such as cork, granite, marble, or canvas.

Once you add a fill, you can adjust its appearance. For example, you can adjust its transparency, which allows you to see through the background, so that any text on the slide is visible. You also can select a color that is part of the theme or a custom color. You can use offsets, another background feature, to move the background from the slide borders in varying distances by percentage. Tiling options repeat the background image many times vertically and horizontally on the slide; the smaller the tiling percentage, the greater the number of times the image is repeated.

To Insert a Texture Fill

A wide variety of texture fills are available to give your presentation a unique look. The 24 pictures in the Textures gallery give the appearance of a physical object, such as water drops, sand, tissue paper, and a paper bag. You also can use your own texture pictures for custom backgrounds. When you insert a fill, PowerPoint assumes you want this custom background on only the current slide displayed. To make this background appear on all slides in the presentation, click the Apply to All button in the Format Background dialog box. The following steps insert the Sand fill on Slide 4 in the presentation.

1 Right-click anywhere on the Slide 4 blue background to display the shortcut menu (Figure 2–27).
2. Click Format Background on the shortcut menu to display the Format Background dialog box.

   • With the Fill pane displaying, click ‘Picture or texture fill’ to expand the fill options (Figure 2–28).

   Why did the background change to a yellow texture?
   This texture is the Papyrus background, which is the default texture fill.

3. Click the Texture arrow to display the Texture gallery (Figure 2–29).

   Q&A
   Is a live preview available to see the various textures on this slide?
   No. Live preview is not an option with the background textures and fills.
1. Click the Previous Slide button three times to display Slide 1.

2. With the Fill pane displaying (Format Background dialog box), click ‘Picture or texture fill’.

3. Click the File button in the Insert from area (shown in Figure 2–30) to display the Insert Picture dialog box.

4. If necessary, double-click your USB flash drive in the list of available storage devices to display a list of files and folders on the selected USB flash drive and then navigate to the PowerPoint Chapter 02 folder.

5. Scroll down and then click Sunrise Yoga to select the file name (Figure 2–31).

Q&A
What if the picture is not on a USB flash drive?
Use the same process, but select the drive containing the picture.

Q&A
What if the picture is not on a USB flash drive?
Use the same process, but select the drive containing the picture.
To Format the Background Picture Fill Transparency

The Sunrise Yoga picture on Slide 1 is a rich color and conflicts with the title and subtitle text. One method of reducing this richness is to change the transparency. The Transparency slider indicates the amount of opaqueness. The default setting is 0, which is fully opaque. The opposite extreme is 100%, which is fully transparent. To change the transparency, you can move the Transparency slider or enter a number in the text box next to the slider. The following step adjusts the transparency to 10%.

1. Click the Transparency slider and drag it to the right until 10% is displayed in the Transparency text box (Figure 2–33).

   Can I move the slider in small increments so that I can get a precise percentage easily?
   Yes. Press the RIGHT ARROW or LEFT ARROW key to move the slider in one-percent increments.

2. Click the Insert button (Insert Picture dialog box) to insert the Sunrise Yoga picture as the Slide 1 background (Figure 2–32).

   What if I do not want to use this picture?
   Click the Undo button on the Quick Access Toolbar.

   Why do the Left and Right offsets in the Stretch options area show a –6% value?
   PowerPoint automatically reduced the photograph slightly so that it fills the entire slide.

   Can I move the Format Background dialog box to the left so that I can see more of the subtitle text?
   Yes. Click the dialog box title and then drag the box to the desired location on the slide.

   Figure 2–32

   Figure 2–33
To Format the Background Texture Fill Transparency

The Sand texture on Slide 4 is dark and may not offer sufficient contrast with the symbols and text you are going to insert on this slide. You can adjust the transparency of slide texture in the same manner that you change a picture transparency. The following steps adjust the texture transparency to 50%.

1. Click the Next Slide button three times to display Slide 4.
2. Click the Transparency slider and drag it to the right until 50% is displayed in the Transparency text box (Figure 2–34).

To Choose a Background Style

Now that the backgrounds for Slides 1 and 4 are set, and the title and text paragraphs for the presentation have been entered, you need to make design decisions for Slides 2 and 3. In this project, you will choose a background for these slides. For each theme, PowerPoint provides 12 background styles with designs that may include color, shading, patterns, and textures. Fill effects add pattern and texture to a background, which add depth to a slide. The following steps add a background style to Slides 2 and 3 in the presentation.
1. Click the Previous Slide button once to display Slide 3 and then click the Design tab on the Ribbon.

2. Click the Background Styles button (Design tab | Background group) to display the Background Styles gallery.

3. Right-click Style 11 (third style in third row) to display the shortcut menu (Figure 2–35).

Experiment
- Point to various styles themes in the Background Styles gallery and watch the backgrounds change on the slide.

Q&A
- Are the backgrounds displayed in a specific order?

Yes. They are arranged in order from light to dark running from left to right. The first row has solid backgrounds; the middle row has darker fills at the top and bottom; the bottom row has fill patterns. If you point to a background, a ScreenTip with the background's name appears on the screen.

2. Click Apply to Selected Slides to apply Style 11 to Slide 3 (Figure 2–36).

Q&A
- If I decide later that this background style does not fit the theme of my presentation, can I apply a different background?

Yes. You can repeat these steps at any time while creating your presentation.

Q&A
- What if I want to apply this background style to all slides in the presentation?

Click the desired style or click Apply to All Slides in the shortcut menu.
To Choose Another Background Style

In this presentation, the Slide 2 background can have a coordinating background to complement the yoga picture. The following steps add a background to Slide 2.

1. Click the Previous Slide button to display Slide 2. Click the Background Styles button (Design tab | Background group) and then right-click Style 10 (second style in third row) to display the shortcut menu.

2. Click Apply to Selected Slides to apply this background style to Slide 2 (Figure 2–37).

Formatting Title and Content Text

Choosing well-coordinated colors and styles for text and objects in a presentation is possible. Once you select a particular Quick Style and make any other font changes, you then can copy these changes to other text using the Format Painter. The Format Painter allows you to copy all formatting changes from one object to another.

To Change the Subtitle and Caption Font

The default Verve theme heading, subtitle, and caption text font is Century Gothic. To draw more attention to subtitle and caption text and to help differentiate these slide elements from the title text, you want to change the font from Century Gothic to Papyrus. To change the font, you must select the letters you want to format. In Chapter 1, you selected a paragraph and then formatted the characters. To format the text in multiple paragraphs quickly and simultaneously, you can select all the paragraphs to be formatted and then apply formatting changes. The following steps change the subtitle and caption font.

Introducing the Presentation

Before your audience enters the room, start the presentation and then display Slide 1. This slide should be visually appealing and provide general interest in the presentation. An effective title slide gives a good first impression.
1. Click the Previous Slide button to display Slide 1. Move the mouse pointer to the left of the first subtitle paragraph, Unify Your Mind, until the mouse pointer changes to an I-beam (Figure 2–38).

2. Drag downward to select all three subtitle lines that will be formatted (Figure 2–39).

3. With the text selected, click Home on the Ribbon and then click the Font box arrow (Home tab | Font group) to display the Font gallery (Figure 2–40).

Q&A

Will the fonts in my Font gallery be the same as those shown in Figure 2–40? Your list of available fonts may differ, depending on what fonts you have installed and the type of printer you are using.
Scroll through the Font gallery and then point to Papyrus (or a similar font) to display a live preview of the title text in the Papyrus font (Figure 2–41).

**Experiment**

- Point to various fonts in the Font gallery and watch the subtitle text font change in the slide.
- Click Papyrus (or a similar font) to change the font of the selected text to Papyrus.

To Shadow Text

A shadow helps letters display prominently by adding a shadow behind the text. The following step adds a shadow to the selected subtitle text, Unify Your Mind, Body, and Spirit.

1. With the subtitle text selected, click the Text Shadow button (Home tab | Font group) to add a shadow to the selected text (Figure 2–42).

Q&A

How would I remove a shadow?

You would click the Shadow button a second time, or you immediately could click the Undo button on the Quick Access Toolbar.
**To Format the Subtitle Text**

To increase readability, you can format the Slide 1 subtitle text by bolding the characters and changing the font color to yellow. The following steps format the Slide 1 subtitle text.

1. With the subtitle text selected, click the Bold button (Home tab | Font group) to bold the text.
2. Click the Font Color arrow and change the color to Light Yellow, Text 2 (fourth color in first row) (Figure 2–43).

**Figure 2–43**

**To Format the Slide 2 Caption**

The caption on a slide should be large enough for audience members to read easily and should coordinate with the font styles in other parts of the presentation. The caption on Slide 2 can be enhanced by changing the font, the font color, and the font size. The following steps format the Slide 2 caption text.

1. Click the Next Slide button to display Slide 2. Triple-click the caption text to select all the characters, click the Font box arrow on the Mini toolbar, and then scroll down and click Papyrus.
2. Click the Increase Font Size button on the Mini toolbar three times to increase the font size to 20 point.
3. Click the Bold button on the Mini toolbar to bold the text (Figure 2–44).

**Figure 2–44**
Format Painter

To save time and avoid formatting errors, you can use the Format Painter to apply custom formatting to other places in your presentation quickly and easily. You can use this feature in three ways:

- To copy only character attributes, such as font and font effects, select text that has these qualities.
- To copy both paragraph attributes, such as alignment and indentation and character attributes, select the entire paragraph.
- To apply the same formatting to multiple words, phrases, or paragraphs, double-click the Format Painter button and then select each item you want to format. You then can press the `ESC` key or click the Format Painter button to turn off this feature.

To Format Text Using the Format Painter

To save time and duplicated effort, you quickly can use the Format Painter to copy formatting attributes from the Slide 2 caption text and apply them to Slide 3. The following steps use the Format Painter to copy formatting features.

1. With the Slide 2 caption text still selected, double-click the Format Painter button (Home tab | Clipboard group).

   Why did my mouse pointer change shape?
   The mouse pointer changed shape by adding a paintbrush to indicate that the Format Painter function is active.

2. Move the mouse pointer off the Ribbon (Figure 2–45).

   Click the Next Slide button to display Slide 3. Triple-click the caption placeholder to apply the format to all the caption text (Figure 2–46).

   Press the `ESC` key to turn off the Format Painter feature.
Adding and Formatting a Shape

One method of getting the audience’s attention and reinforcing the major concepts being presented is to have graphical elements on the title slide. PowerPoint provides a wide variety of predefined shapes that can add visual interest to a slide. Shape elements include lines, basic geometrical shapes, arrows, equation shapes, flowchart symbols, stars, banners, and callouts. After adding a shape to a slide, you can change its default characteristics by adding text, bullets, numbers, and styles. You also can combine multiple shapes to create a more complex graphic.

Slides 1 and 4 in this presentation are enhanced in a variety of ways. First, a sun shape is added to the Slide 1 title text in place of the letter o. Then a circle shape is inserted on Slide 4 and copied twice, and text is added to each circle and then formatted. Finally, a triangle is inserted on top of the three circle shapes on Slide 4.

To Add a Shape

Many of the shapes included in the Shapes gallery can direct the viewer to important aspects of the presentation. For example, the sun shape helps emphasize the presentation’s theme of practicing yoga and meditation, and it complements the Sunrise Yoga background picture. The following steps add the Sun shape to Slide 1.

1. Click the Previous Slide button two times to display Slide 1. Click the Shapes button (Home tab | Drawing group) to display the Shapes gallery (Figure 2–47).

Figure 2–47

I do not see a Shapes button in the Drawing group. Instead, I have three rows of the shapes I have used recently in presentations. Why?

Monitor dimensions and resolution affect how buttons display on the Ribbon. Click the Shapes More button to display the entire Shapes gallery.
To Resize a Shape

The next step is to resize the Sun shape. The shape should be reduced so that it is approximately the same size as the letter o in the words Yoga and Meditation. The following steps resize the selected Sun shape.

1. With the mouse pointer appearing as two-headed arrow, drag a corner sizing handle on the picture diagonally inward until the Sun shape is resized approximately as shown in Figure 2–50.

   Q&A
   What if my shape is not selected?
   To select a shape, click it.

   Q&A
   What if the shape is the wrong size?
   Repeat Steps 1 and 2.

2. Click the Sun shape in the Basic Shapes area of the Shapes gallery.
   Why did my pointer change shape?
   The pointer changed to a plus shape to indicate the Sun shape has been added to the Clipboard.

   Position the mouse pointer (a crosshair) above the person's hands in the picture, as shown in Figure 2–48.

3. Click Slide 1 to insert the Sun shape (Figure 2–49).

   Click the Sun shape in the Basic Shapes area of the Shapes gallery.

   Why did my pointer change shape?
   The pointer changed to a plus shape to indicate the Sun shape has been added to the Clipboard.

   Position the mouse pointer (a crosshair) above the person's hands in the picture, as shown in Figure 2–48.

Other Ways
1. Click More button (Drawing Tools Format tab | Insert Shapes group)
With the Sun shape still selected,
• click the Copy button (Home tab | Clipboard group) (Figure 2–52).

What if my shape is not selected?
To select a shape, click it.

1. Enter shape height and width in Height and Width text boxes (Drawing Tools Format tab | Size group).
2. Click Size and Position dialog box launcher (Drawing Tools Format tab | Size group), click Size tab, enter desired height and width values in text boxes, click Close button.

Other Ways

To Copy and Paste a Shape

The next step is to copy the Sun shape. The duplicate shape will be placed over the letter ‘o’ in the word, Meditation. The following steps copy and move the identical second Sun shape.
Click the Paste button on the Home tab to insert a duplicate Sun shape on Slide 1.

Drag the Sun shape on top of the letter o in the word, Meditation, and release the mouse button when a dashed line connects this Sun shape to the Sun shape that is displaying in the word, Yoga (Figure 2–53).

What does the dashed line represent?
PowerPoint displays this Smart Guide when two shapes are aligned precisely. In this case, the two Sun shapes are centered horizontally.

To Add Other Shapes

Circles, squares, and triangles are among the geometric shapes included in the Shapes gallery. These shapes can be combined to show relationships among the elements, and they can help illustrate the basic concepts presented in your slide show. The following steps add the Oval and Isosceles Triangle shapes to Slide 4.

1. Click the Next Slide button three times to display Slide 4 and then click the Shapes button (Home tab | Drawing group) to display the Shapes gallery (Figure 2–54).
2. Click the Oval shape in the Basic Shapes area of the Shapes gallery.

3. Position the mouse pointer in the center of Slide 4 and then click to insert the Oval shape.

Press and hold down the SHIFT key and then drag a corner sizing handle until the Oval shape forms a circle and is the size shown in Figure 2–55.

Why did I need to press the SHIFT key while enlarging the shape?
Holding down the SHIFT key while dragging draws a perfect circle.

Move the shape so it is positioned approximately as shown in the figure.

Q&A

4. Click the Shapes button (Home tab | Drawing group) and then click the Isosceles Triangle shape in the Basic Shapes area of the Shapes gallery.

Position the mouse pointer in the right side of Slide 4 and then click to insert the Isosceles Triangle shape.

5. Resize the shape so that it displays approximately as shown in Figure 2–56.

To Apply a Shape Style

Formatting text in a shape follows the same techniques as formatting text in a placeholder. You can change font, font color and size, and alignment. The next step is to apply a shape style to the oval so that it appears to have depth. The Shape Styles gallery has a variety of styles that change depending upon the theme applied to the presentation. The following steps apply a style to the Oval shape.
1. Click the Oval shape to select it and then display the Drawing Tools Format tab (Figure 2–57).

2. Click the More button in the Shape Styles gallery (Drawing Tools Format tab | Shape Styles group) to expand the Shape Styles gallery.

   - Point to Intense Effect – Orange, Accent 1 in the Shape Styles gallery (second shape in last row) to display a live preview of that style applied to the shape in the slide (Figure 2–58).

   **Experiment**

   - Point to various styles in the Shape Styles gallery and watch the style of the shape change.

3. Click Intense Effect – Orange, Accent 1 in the Shape Styles gallery to apply the selected style to the Oval shape.

<table>
<thead>
<tr>
<th>Other Ways</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click Format Shape dialog box launcher (Drawing Tools Format tab</td>
</tr>
<tr>
<td>2. Right-click shape, click Format Shape on shortcut menu, select desired colors (Format Shape dialog box), click Close button</td>
</tr>
</tbody>
</table>
To Add Formatted Text to a Shape

Formatting text in a shape follows the same techniques as formatting text in a placeholder. You can change font, font color and size, and alignment. The next step is to add the word, Mind, to the shape, change the font to Papyrus and the font color to Blue-Gray, center and bold the text, and increase the font size to 24 point. The following step adds text to the Oval shape.

1. With the Oval shape selected, type Mind in the shape.
2. Change the font to Papyrus.
3. Change the font color to Blue-Gray, Background 2 (third color in first Theme Colors row).
4. Change the font size to 24 point and bold the text (Figure 2–59).

To Copy a Shape

Your presentation emphasizes that mind, body, and spirit are equal components in finding balance in life. Each of these elements can be represented by an oval. The following steps copy the Oval shape.

1. Click Home on the Ribbon. Click the edge of the Oval shape so that it is a solid line.
2. Click the Copy button (Home tab | Clipboard group).
3. Click the Paste button (Home tab | Clipboard group) two times to insert two duplicate Oval shapes on Slide 4.
4. Move the Oval shapes so they appear approximately as shown in Figure 2–60.
5. In the left oval, select the word, Mind, and then type the word, Body, in the oval.
6. In the right oval, select the word, Mind, and then type the word, Spirit, in the oval (Figure 2–60). You may need to enlarge the size of the oval shapes slightly so that each word is displayed on one line.
To Apply Another Style

The triangle shape helps show the unity among body, mind, and spirit. You can apply a coordinating shape style to the isosceles triangle and then place it on top of the three ovals. The following steps apply a style to the Isosceles Triangle shape.

1. Display the Drawing Tools Format tab. Click the Isosceles Triangle shape on Slide 4 to select it.
2. Click the More button in the Shape Styles gallery (Drawing Tools Format tab | Shape Styles group) to expand the Shape Styles gallery and then click Intense Effect – Blue, Accent 2 (third style in last row) to apply that style to the triangle.
3. Move the triangle shape to the center of the Ovals.
4. Click the Bring Forward button twice (Drawing Tools Format tab | Arrange group) to display the triangle on top of the ovals. Resize the triangle if necessary so that it displays as shown in Figure 2–61.

Using WordArt

One method of adding appealing visual elements to a presentation is by using WordArt styles. This feature is found in other Microsoft Office applications, including Word and Excel. This gallery of decorative effects allows you to type new text or convert existing text to WordArt. You then can add elements such as fills, outlines, and effects.

As with slide backgrounds, WordArt fill in the interior of a letter can consist of a solid color, texture, picture, or gradient. The WordArt outline is the exterior border surrounding each letter or symbol. PowerPoint allows you to change the outline color, weight, and style. You also can add an effect, which helps add emphasis or depth to the characters. Some effects are shadows, reflections, glows, bevels, and 3-D rotations.

Use WordArt in moderation.

Some WordArt styles are bold and detailed, and they can detract from the message you are trying to present if not used carefully. Select a WordArt style when needed for special emphasis, such as a title slide that audience members will see when they enter the room. WordArt can have a powerful effect, so do not overuse it.

Creating Logos

Many companies without graphic arts departments create their logos using WordArt. The bevels, glows, and shadows allow corporate designers to develop unique images with 3-D effects that give depth to their companies’ emblems.

Plan Ahead

Use WordArt in moderation. Some WordArt styles are bold and detailed, and they can detract from the message you are trying to present if not used carefully. Select a WordArt style when needed for special emphasis, such as a title slide that audience members will see when they enter the room. WordArt can have a powerful effect, so do not overuse it.
To Insert WordArt

Yoga and meditation can help individuals find balance among the mind, body, and spirit. The symbols on Slide 4 emphasize this relationship, and you want to call attention to the concept. You quickly can add a visual element to the slide by selecting a WordArt style from the WordArt Styles gallery and then applying it to a word. The following steps insert WordArt.

1. With Slide 4 displaying, click Insert on the Ribbon.
2. Click the WordArt button (Insert tab | Text group) to display the WordArt gallery (Figure 2–62).
3. Click Fill – Blue, Accent 2, Double Outline – Accent 2 (last letter A in third row) to display the WordArt text box (Figure 2–63).
4. Type Balance in the text box, as the WordArt text (Figure 2–64).

Q&A

What is a matte bevel style that is part of some of the styles in the gallery?
A matte finish gives a dull and rough effect. A bevel edge is angled or sloped and gives the effect of a three-dimensional object.

Why did the Format tab appear automatically in the Ribbon?
It appears when you select text to which you could add a WordArt style or other effect.
To Change the WordArt Shape

The WordArt text is useful to emphasize the harmony among the mind, body, and spirit. You can further emphasize this word by changing its shape. PowerPoint provides a variety of graphical shapes that add interest to text. The following steps change the WordArt to Triangle Down shape.

1. With the Slide 4 text still selected, click the Text Effects button (Drawing Tools Format tab | WordArt Styles group) to display the Text Effects menu (Figure 2–65).

2. Point to Transform in the Text Effects menu to display the WordArt Transform gallery (Figure 2–66).

Experiment

Point to various styles in the Transform gallery and watch the format of the text and borders change.

Q&A

How can I see the preview of a Transform effect if the gallery is overlaying the WordArt letters?

Move the WordArt text box to the left or right side of the slide and then repeat Steps 1 and 2.
3. Click the Triangle Down shape in the Warp area to apply the Triangle Down shape to the WordArt text (Figure 2–67).

Can I change the shape I applied to the WordArt?
Yes. Position the insertion point in the text box and then repeat Steps 1 and 2.

4. Drag the WordArt downward until it is positioned approximately as shown in Figure 2–68.

- Drag a corner sizing handle diagonally outward until the WordArt is resized approximately as shown in the figure.
To Apply a WordArt Text Fill

The Slide 4 background has a Sand texture for the background, and you want to coordinate the WordArt fill with a similar texture. The following steps add the Denim texture as a fill for the WordArt characters.

1. With the WordArt text selected, click the Text Fill button arrow (Drawing Tools Format tab | WordArt Styles group) to display the Text Fill gallery.

   The Text Fill gallery did not display. Why not?
   - Be sure you click the Text Fill button arrow, which is to the right of the Text Fill button. If you mistakenly click the Text Fill button, PowerPoint places the default fill in the WordArt instead of displaying the Text Fill gallery.

   - Point to Texture in the Text Fill gallery to display the Texture gallery (Figure 2–69).

2. Click the Denim texture (third texture in first row) to apply this texture as the fill for the WordArt.

   Can I apply this texture simultaneously to text that appears in more than one place on my slide?
   - Yes. Select one area of text, press and then hold the CTRL key while you select the other text, and then apply the texture.
Enhancing a Presentation with Pictures, Shapes, and WordArt

To Change the Weight of the WordArt Outline

The letters in the WordArt style applied have a double outline around the edges. To emphasize this characteristic, you can increase the width of the lines. As with font size, lines also are measured in point size, and PowerPoint gives you the option to change the line weight, or thickness, starting with 1/4 point (pt) and increasing in one-fourth–point increments. Other outline options include modifying the color and the line style, such as changing to dots or dashes or a combination of dots and dashes. The following steps change the WordArt outline weight to 6 pt.

1. With the WordArt still selected, click the Text Outline button arrow (Drawing Tools Format tab | WordArt Styles group) to display the Text Outline gallery.
2. Point to Weight in the gallery to display the Weight list.
3. Point to 6 pt to display a live preview of this line weight on the WordArt text outline (Figure 2–70).

Experiment
Point to various line weights in the Weight list and watch the line thickness change.

Can I make the line width more than 6 pt?
Yes. Click More Lines and increase the amount in the Width box.

To Change the Color of the WordArt Outline

The WordArt outline color is similar to the Denim fill color. To add variety, you can change the outline color. The following steps change the WordArt outline color.

Q&A

To Change the Weight of the WordArt Outline

Must my text have an outline?
No. To delete the outline, click No Outline in the Text Outline gallery.
With the WordArt still selected, click the Text Outline button arrow (Drawing Tools Format tab | WordArt Styles group) to display the Text Outline gallery.

Point to Orange, Accent 1 (fifth color in first row) to display a live preview of this outline color (Figure 2–71).

Experiment

Point to various colors in the gallery and watch the outline colors change.

Click Orange, Accent 1 to apply this color to the WordArt outline.

To Add a Transition between Slides

A final enhancement you will make in this presentation is to apply the Rotate transition in the Dynamic Content category to all slides and change the transition speed to Slow. The following steps apply this transition to the presentation.

1. Click Transitions on the Ribbon. Click the More button (Transitions tab | Transition to This Slide group) to expand the Transitions gallery.

2. Click the Rotate transition in the Dynamic Content category to apply this transition to Slide 4.

3. Click the Duration up arrow in the Timing group four times to change the transition speed from 02.00 to 03.00.

4. Click the Preview Transitions button (Transitions tab | Preview area) to view the new transition time.

5. Click the Apply To All button (Transitions tab | Timing group) to apply this transition and speed to all four slides in the presentation (Figure 2–72 on the next page).

BTW

Selecting Effect Options

Many PowerPoint transitions have options that you can customize to give your presentation a unique look. When you click the Effect Options button (Transitions tab | Transition to This Slide group), you can, for example, select the option to have a slide appear on the screen from the left or the right, or the screen can fade to black before the next slide is displayed.
To Change Document Properties

Before saving the presentation again, you want to add your name, class name, and some keywords as document properties. The following steps use the Document Information Panel to change document properties.

1. Click File on the Ribbon to open the Backstage view. If necessary, click the Info tab.
2. Click the Properties button in the right pane of the Info gallery.
3. Click Show Document Panel on the Properties menu to close the Backstage view and display the Document Information Panel.
4. Click the Author box, if necessary, and then type your name as the Author property.
5. Click the Subject text box and then type your course and section as the Subject property.
6. Click the Keywords text box and then type yoga, meditation as the Keywords property.
7. Click the Close the Document Information Panel button so that the Document Information Panel no longer is displayed.

To Print a Presentation

With the completed presentation saved, you may want to print it. If copies of the presentation are being distributed to audience members, you will print a hard copy of each individual slide on a printer. The following steps print a hard copy of the contents of the saved Yoga presentation.
Enhancing a Presentation with Pictures, Shapes, and WordArt

1. Click File on the Ribbon to open the Backstage view. Click the Print tab in the Backstage view to display the Print gallery.

2. Verify the printer name in the Printer box will print a hard copy of the document. If necessary, click the Printer box arrow to display a list of available Printer options and then click the desired printer to change the currently selected printer.

3. Click the Print button in the Print gallery to print the document on the currently selected printer. When the printer stops, retrieve the hard copy (Figure 2–73).

Figure 2–73 (Handouts printed using a black-and-white printer)

(a) Slide 1
(b) Slide 2
(c) Slide 3
(d) Slide 4

To Save an Existing Presentation with the Same File Name

You have made several changes to the presentation since you last saved it. Thus, you should save it again. The following step saves the document again.

1. Click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

Quick Reference
For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the PowerPoint 2010 Quick Reference Web page (scsite.com/ppt2010/qr).
To Run an Animated Slide Show

All changes are complete, and the presentation is saved. You now can view the Yoga presentation. The following steps start Slide Show view.

1. Click the Slide 1 thumbnail in the Slides tab to select and display Slide 1.
2. Click the Slide Show button to display the title slide and then click each slide to view the transition effect and slides.

To Quit PowerPoint

This project is complete. The following steps quit PowerPoint.

1. If you have one PowerPoint document open, click the Close Button on the right side of the title bar to close the document and then quit PowerPoint; or if you have multiple PowerPoint documents open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit PowerPoint.
2. If a Microsoft PowerPoint dialog box appears, click the Save button to save any changes made to the presentation since the last save.

Chapter Summary

In this chapter you have learned how to add a background style, insert and format pictures, add shapes, size graphic elements, apply styles, and insert WordArt. The items listed below include all the new PowerPoint skills you have learned in this chapter.

1. Change the Presentation Theme Colors (PPT 81)
2. Insert a Picture (PPT 83)
3. Insert a Picture into a Slide without a Content Placeholder (PPT 85)
4. Correct a Picture (PPT 86)
5. Apply a Picture Style (PPT 87)
6. Apply Picture Effects (PPT 89)
7. Add a Picture Border (PPT 91)
8. Change a Picture Border Color (PPT 92)
9. Resize a Graphic by Entering Exact Measurements (PPT 93)
10. Insert a Texture Fill (PPT 95)
11. Insert a Picture to Create a Background (PPT 97)
12. Format the Background Picture Fill Transparency (PPT 98)
13. Format the Background Texture Fill Transparency (PPT 99)
14. Choose a Background Style (PPT 99)
15. Change the Subtitle and Caption Font (PPT 101)
16. Shadow Text (PPT 103)
17. Format Caption Text Using the Format Painter (PPT 105)
18. Add a Shape (PPT 106)
19. Resize a Shape (PPT 107)
20. Copy and Paste a Shape (PPT 108)
21. Add Other Shapes (PPT 109)
22. Apply a Shape Style (PPT 110)
23. Add Formatted Text to a Shape (PPT 112)
24. Insert WordArt (PPT 114)
25. Change the WordArt Shape (PPT 115)
26. Apply a WordArt Text Fill (PPT 117)
27. Change the Weight of the WordArt Outline (PPT 118)
28. Change the Color of the WordArt Outline (PPT 118)

If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instruction and start files.
Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address scsite.com/ppt2010/learn. When the PowerPoint 2010 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA
A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Who Wants To Be a Computer Genius?
An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Flash Cards
An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Wheel of Terms
An interactive game that challenges your knowledge of chapter key terms in the style of the television show Wheel of Fortune.

Practice Test
A series of multiple choice questions that test your knowledge of chapter content and key terms.

Crossword Puzzle Challenge
A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Changing the Background and Adding Photographs, WordArt, and a Shape Quick Style
Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start PowerPoint. Open the presentation, Apply 2-1 Lab Procedures, from the Data Files for Students.

The four slides in the presentation present laboratory safety procedures for your chemistry class. The document you open is an unformatted presentation. You are to add pictures, which are available on the Data Files for Students. You also will change the background style, change slide layouts, apply a transition, and use the Format Painter so the slides look like Figure 2–74.

Perform the following tasks:
1. Change the background style to Style 5 (row 2, column 1).
2. On the title slide (Figure 2–74a), create a background by inserting the picture called Lab Assistant. Change the transparency to 30%.
3. Apply the WordArt style, Fill – Red, Accent 2, Matte Bevel (row 6, column 3) to the title text and increase the font size to 54 point. Also, apply the WordArt Transform text effect, Chevron Up (row 2, column 1 in the Warp area) to this text.
4. In the Slide 1 subtitle area, replace the words, Student Name, with your name. Bold and italicize your name and the words, Presented by, and then apply the WordArt style, Fill – Red, Accent 2, Warm Matte Bevel (row 5, column 3). Position this subtitle text and the title text as shown in Figure 2–74a.

Continued >
5. On Slide 2, change the layout to Two Content and insert the pictures shown in Figure 2–74b called Female in Lab Coat and Female with Goggles. In the left placeholder, apply the Rotated, White picture style to the inserted picture. In the right placeholder, apply the Reflected Bevel, Black picture style to the inserted picture and then change the picture border color to Purple.

6. On Slide 3, change the layout to Two Content and insert the Fire Extinguisher picture shown in Figure 2–74c. Apply the Soft Edge Oval picture style and change the picture brightness to +20% (row 3, column 4 in the Brightness and Contrast area).

7. On Slide 4, change the layout to Picture with Caption and then insert the picture, Hand Washing shown in Figure 2–74d. Increase the subtitle text font size to 18 point. Change the title text font size to 28 point, add a shadow, change font to Algerian, and change the font color to Purple.

8. Use the Format Painter to format the title text on Slides 2 and 3 with the same features as the title text on Slide 4.

9. Apply the Wipe transition in the Subtle category to all slides. Change the duration to 2.00 seconds.

Property of Cengage Learning
10. Change the document properties, as specified by your instructor. Save the presentation using the file name, Apply 2-1 Chemistry Lab Safety. Submit the revised document in the format specified by your instructor.
**Extend Your Knowledge**

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

**Changing Slide Backgrounds and Picture Contrast, and Inserting Shapes and WordArt**

*Note:* To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

*Instructions:* Start PowerPoint. Open the presentation, Extend 2-1 Smith Family Reunion, from the Data Files for Students.

You will create backgrounds including inserting a picture to create a background, apply a WordArt Style and Effect, and add shapes to create the presentation shown in Figure 2–75.

**Perform the following tasks:**

1. Change the background style to Denim (row 1, column 3) and change the transparency to 48%. On Slides 2 through 5, change the title text to bold.

2. On the title slide (Figure 2–75a), create a background by inserting the picture called Tree, which is available on the Data Files for Students. Change the transparency to 40%.

3. Apply the WordArt style, Gradient Fill – Blue, Accent 1, to the title text and increase the font size to 66 point. Also, apply the WordArt Transform text effect, Arch Up (row 1, column 1 in the Follow Path area), to this text.

4. In the Slide 1 subtitle area, insert the Wave shape in the Stars and Banners area. Also, apply the Shape Style, Subtle Effect – Orange, Accent 6 to the Wave shape. Type **Highlights From Our Last Reunion** and increase the font size to 40 point, change the text to bold italic and change the color to Green. Position the shape as shown in Figure 2–75a.

**Figure 2 – 75**

(a) Slide 1

(b) Slide 2

Property of Cengage Learning
5. On Slide 2, change the layout to Two Content and insert the pictures shown in Figure 2–75b. The pictures to be inserted are called Bocce Ball and Frisbee Catcher and are available on the Data Files for Students. In the left placeholder, apply the Rotated White picture style to the inserted picture and change the picture border to Light Green. In the right placeholder, apply the Beveled Oval Black picture style to the inserted picture.

6. Insert the Plaque shape in the Basic Shapes area. Also, apply the Shape Style, Subtle Effect, Olive Green, Accent 3 and apply the Shape Effect, 3-D Rotation, Parallel, Off Axis 1 Right. Type Cousin Tom & His Frisbee Moves and increase the font size to 28 point. Move the shape as shown in Figure 2–75b.

7. On Slide 3, change the layout to Picture with Caption and insert the picture shown in Figure 2–75c. The picture to be inserted is called BBQ Grill. Increase the title font size to 44 point. Also, increase the subtitle font size to 32 point, and then bold and italicize this text.

8. On Slide 4, change the layout to Two Content and insert the pictures shown in Figure 2–75d. The pictures to be inserted are called Reunion Boys and Reunion Toddler. In the left placeholder, apply the Rotated, White picture effect to the picture. In the right placeholder, apply the Bevel Perspective picture effect. Move the pictures as shown in Figure 2–75d.
9. On Slide 5, change the layout to Title and Content and insert the picture shown in Figure 2–75e. The picture to be inserted is called Reunion. Enlarge the picture as shown.

10. Insert the Oval Callout and Cloud Callout shapes in the Callouts area. In the Oval Callout shape, type I hope Grandma makes cookies! and change the font size to 24 point bold italic. Also add a Shape Style, Moderate Effect – Olive Green Accent 3 to this shape. In the Cloud Callout shape, type I'm looking forward to our next reunion! and change the font size to 24 point and the style to bold italic. Move the shapes as shown in Figure 2–75e. Use the adjustment handles (the yellow diamond below each shape) to move the callout arrows as shown in Figure 2–75e. You may need to use Help to learn how to move these arrows.

11. On Slide 6, change the layout to Picture with Caption and insert the picture shown in Figure 2–75f and change the picture contrast to 1:20. The picture to be inserted is called Reunion Tree.

12. Insert the Up Ribbon shape in the Stars and Banners area and type the words Announcing Our Next Reunion. Change the font color to Green, the font size to 32 point, and the style to bold italic. Also, apply the Shape Style, Subtle Effect – Orange Accent 6. In the title placeholder, type Save the date — June 20, 2012 and change the font size to 28 point. Bold this text.

13. Add the Orbit transition under the Dynamic Content section to Slide 6 only. You may need to use Help to learn how to apply the transition to only one slide. Change the duration to 2.00 seconds.

14. Change the document properties, as specified by your instructor. Save the presentation using the file name, Extend 2-1 Smith Reunion.

15. Submit the revised document in the format specified by your instructor.
Make It Right

Analyze a presentation and correct all errors and/or improve the design.

Changing a Theme and Background Style

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start PowerPoint. Open the presentation, Make It Right 2-1 New Aerobics Classes, from the Data Files for Students.

Correct the formatting problems and errors in the presentation while keeping in mind the guidelines presented in this chapter.

Perform the following tasks:
1. Change the document theme from Flow, shown in Figure 2–76, to Waveform. Apply the Background Style 10 (row 3, column 2) to Slide 5 only.
2. On the title slide, change the title from New Aerobics Classes to New Pool Programs. Type your name in place of Northlake Fitness Center and change the font to bold italic.
3. Move Slide 2 to the end of the presentation so that it becomes the new Slide 5.
4. Adjust the picture sizes, font sizes, and shapes so they do not overlap text and are the appropriate dimensions for the slide content.
5. Apply the Ripple transition to all slides. Change the duration to 02.00.
6. Change the document properties, as specified by your instructor. Save the presentation using the file name, Make It Right 2-1 New Pool Programs.
7. Submit the revised document in the format specified by your instructor.

Figure 2 – 76
In the Lab

Design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. Labs 1, 2, and 3 are listed in order of increasing difficulty.

Lab 1: Creating a Presentation Inserting Pictures and Applying Picture Styles

Problem: You are studying German operas in your Music Appreciation class. Wilhelm Richard Wagner (pronounced ‘va:gner’) lived from 1813 to 1883 and was a composer, conductor, theatre director, and essayist known for his operas. Wagner wrote and composed many operas, and King Ludwig II of Bavaria was one of his biggest supporters. Because you recently visited southern Germany and toured King Ludwig’s castles, you decide to create a PowerPoint presentation with some of your photos to accompany your class presentation. These pictures are available on the Data Files for Students. Create the slides shown in Figure 2–77 from a blank presentation using the Office Theme document theme.

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:
1. On Slide 1, create a background by inserting the picture called Castle 1, which is available on the Data Files for Students.
2. Type Fairy Tale Trip to Germany as the Slide 1 title text. Apply the WordArt style, Fill – Tan, Text 2, Outline – Background 2, and increase the font size to 60 point. Change the text fill to the Papyrus texture, and then change the text outline weight to 1½ pt. Also, apply the Transform text effect, Arch Up (in the Follow Path area), to this text. Position this WordArt as shown in Figure 2–77a.
3. Type the title and content for the four text slides shown in Figure 2–77. Apply the Two Content layout to Slides 2 and 3 and the Picture with Caption layout to Slides 4 and 5.
4. On Slide 2, insert the picture called Castle 2 from the Data Files for Students in the right placeholder. Apply the Bevel Perspective picture style. Resize the picture so that it is approximately 4.5” × 6”, change the border color to Purple, change the border weight to 6 pt, and then move the picture, as shown in Figure 2–77b.
5. On Slide 3, insert the picture called Castle 3 from the Data Files for Students. Apply the Reflected Bevel, Black picture style and then change the border color to Green. Do not change the border weight.
6. On Slide 4, insert the picture called Castle 4 from the Data Files for Students. Apply the Beveled Oval, Black picture style, change the border color to Blue, and then change the border weight to 6 pt.
7. On Slide 5, insert the picture called Castle 5 from the Data Files for Students. Apply the Moderate Frame, Black picture style, change the border color to Purple, and then change the border weight to 6 pt.
8. For both Slides 4 and 5, increase the title text size to 28 point and the caption text size to 24 point.
9. On Slide 2, change the title text font to Algerian, change the color to purple, and bold this text. Use the Format Painter to apply these formatting changes to the Slide 3 title text. In Slide 3, insert the Vertical Scroll shape located in the Stars and Banners area, apply the Subtle Effect – Purple, Accent 4 shape style, and change the shape outline weight to 3 pt. Type the text, Inspiration for Disney’s Sleeping Beauty Castle, and then change the font to Curlz MT, or a similar font. Bold this text, change the color to Dark Blue, and then change the size to 28 point. Increase the scroll shape size, as shown in Figure 2–77c.
10. On Slides 2, 3, 4, and 5, change the background style to the White marble fill texture (row 2, column 5) and change the transparency to 35%. Apply the Glitter transition to all slides. Change the duration to 04.50.
11. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 2-1 Trip to Germany.

12. Submit the revised document in the format specified by your instructor.
In the Lab

Lab 2: Creating a Presentation with a Shape and with WordArt

Problem: With the economy showing some improvement, many small businesses are approaching lending institutions for loans to expand their businesses. You work part-time for Loans Are Us, and your manager asked you to prepare a PowerPoint presentation for the upcoming Small Business Fair in your community. The pictures for this presentation are available on the Data Files for Students.

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:
1. Create a new presentation using the Austin document theme.
2. Type the title and content for the title slide and the three text slides shown in Figure 2–78a–d. Apply the Title Only layout to Slide 2, the Two Content layout to Slide 3, and the Picture with Caption layout to Slide 4.
3. On both Slides 2 and 4, create a background by inserting the picture called Money. Change the transparency to 35%.
4. On Slide 1, insert the picture called Meeting. Apply the Reflected Bevel, White picture style. Resize the picture so that it is approximately 3.76” × 4.7”, change the border color to Dark Blue, change the border weight to 3 pt, and then move the picture, as shown in Figure 2–78a. Increase the title text font size to 60 point, and then apply the WordArt style, Fill – Orange, Accent 6, Warm Matte Bevel.
5. Increase the subtitle text, Loans Are Us, font size to 28 point and then bold and italicize this text. Apply the WordArt style, Fill – Green, Accent 1, Metal Bevel, Reflection.
6. On Slide 2, bold the title text. Insert the pictures called Doc1, Doc2, and Doc3. Resize these pictures so they are approximately 3” x 2.7” and then move them to the locations shown in Figure 2–78b. Insert the Flowchart: Decision shape located in the Flowchart area, apply the Subtle Effect – Orange, Accent 6 shape style, and then resize the shape so that it is approximately 1.5” × 5.83”. Change the shape outline weight to 6 pt. Type Assets, Liabilities & Sales Reports as the shape text, change the font to Aharoni, or a similar font, change the color to Dark Blue, and then change the size to 24 point.
7. On Slide 3, bold the title text. Insert the picture called Presentation into the right placeholder, apply the Beveled Oval, Black shape picture style, resize the picture so that it is approximately 3.5” × 5.25”, and then sharpen the picture 50%.
8. On Slide 4, insert the picture called Cash and Credit Card. Change the title text font size to 36 point and bold this text. Change the subtitle text font size to 24 point and then bold and italicize these words.
9. Apply the Shape transition to all slides. Change the duration to 01.25.
10. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 2-2 Small Business Loans.
11. Submit the document in the format specified by your instructor.
Enhancing a Presentation with Pictures, Shapes, and WordArt

(a) Slide 1
- Background style changed
- Picture inserted and resized, style applied, and border color and weight changed
- WordArt font size increased and style fill applied

(b) Slide 2
- Money picture inserted as background; transparency changed to 35%
- Shape inserted and formatted
- Pictures inserted and sized

(c) Slide 3
- Title text bolded
- Picture inserted, style applied, sharpened 50%

(d) Slide 4
- Money picture inserted as background; transparency changed to 35%
- Picture inserted
- Font size increased and text formatted

Figure 2–78

Property of Cengage Learning
In the Lab

Lab 3: Creating a Presentation with Pictures and Shapes

Problem: One of your assignments in your child development class is to give a speech about teaching children the value of money, so you decide to create a PowerPoint presentation to add a little interest to your speech. Prepare the slides shown in Figures 2-79a through 2-79e. The pictures for this presentation are available on the Data Files for Students.

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Create a new presentation using the Median document theme, and then change the presentation theme colors to Flow. This presentation should have five slides; apply the Title Slide layout to Slide 1, the Picture with Caption layout to Slides 2 and 5, the Comparison layout to Slide 3, and the Blank layout to Slide 4.

2. Type the title and content text for the title slide and the four text slides shown in Figure 2-79a–d.

3. On Slide 1, change the title text font size to 54 point. To make the letter ‘s’ appear smaller than the other letters in the first word of the title slide title text placeholder, change the font size of this letter to 44 point. Insert the Oval shape, resize it so that it is approximately 0.5" × 0.5", and change the shape fill to white, which is the second color in the first row of the Theme Colors gallery. Type $, increase the font size to 48 point, change the color to green, and bold this dollar sign. Cover the letter ‘o’ in the word, Do, with this shape.

4. Insert the picture called Piggy Bank. Apply the Rounded Diagonal Corner, White picture style. Resize the picture so that it is approximately 4.4" × 5.03", change the border color to Light Blue, change the border weight to 3 pt, and then move the picture, as shown in Figure 2-79a. Change the subtitle font size to 32 point and then bold this text.

5. On Slide 2, insert the picture called Child Doing Dishes and then decrease the picture's contrast to –20%. Change the title text font size to 36 point and bold this text. Change the caption text size to 32 point.

6. On Slide 3, change the background style to Style 6. Bold the title text. Change the heading title text size in both placeholders to 32 point. In the right placeholder, insert the picture called Father and Daughter and then apply the Reflected Bevel, White picture style. Resize the picture so that it is approximately 3" × 4", change the border color to Light Blue, and then change the border weight to 3 pt, as shown in Figure 2–79c.

7. On Slide 4, create a background by inserting the picture called Piggy Bank and Coins. Insert the Cloud shape located in the Basic Shapes area and then increase the cloud shape size so that it is approximately 3" × 5.6". Change the shape outline color to Yellow and then change the shape outline weight to 3 pt. Type Teach your children to save for a big purchase as the shape text, and then change the font to Comic Sans MS. Bold and italicize this text and then change the font size to 32 point.

8. On Slide 5, create a background by inserting the picture called Coins. Insert the picture called Father and Child Shopping and then decrease the picture's brightness to −20%. Change the title text font size to 36 point and bold this text.

9. Apply the Box transition to all slides. Change the duration to 02.00. Check the spelling and correct any errors.

10. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 2-3 ABCs of Money.

11. Submit the revised document in the format specified by your instructor.
Enhancing a Presentation with Pictures, Shapes, and WordArt

(a) Slide 1
- Picture inserted and resized, style applied, border color and weight changed
- Median document theme; theme colors changed to Flow

(b) Slide 2
- Picture inserted and resized, contrast reduced to ~20%
- Text resized

(c) Slide 3
- Background style changed
- Font size changed
- Picture inserted and resized, style applied, border color and weight changed
- Title text bolded

(d) Slide 4
- Picture inserted as background
- Text added and formatted
- Shape inserted and formatted
- Coins picture inserted as background
- Picture inserted and brightness changed to ~20%

(e) Slide 5
- Title text font size increased and bolded

Figure 2–79

Property of Cengage Learning
Cases and Places

Apply your creative thinking and problem-solving skills to design and implement a solution.

Note: To complete these assignments, you may be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

As you design the presentations, remember to use the 7 x 7 rule: a maximum of seven words on a line and a maximum of seven lines on one slide.

1: Design and Create a Presentation about Acid Rain

Academic

Nature depends on the correct pH balance. Although some rain is naturally acidic with a pH level of around 5.0, human activities have increased the amount of acid in this water. Burning fossil fuels, including coal, oil, and natural gas, produces sulfur dioxide. Exhaust from vehicles releases nitrogen oxides. Both of these gases, when released into the atmosphere, mix with water droplets, forming acid rain. In your science class, you are studying about the causes and effects of acid rain. Create a presentation to show what causes acid rain and what effects it can have on humans, animals, plant life, lakes, and rivers. The presentation should contain at least three pictures appropriately resized. The Data Files for Students contains five pictures called Factory, Rain, Soil, Tree and Clouds, and Vehicles; you can use your own digital pictures or pictures from Office.com if they are appropriate for this topic. These pictures also should have appropriate styles and border colors. Use shapes such as arrows to show what gases are released into the atmosphere. Apply at least three objectives found at the beginning of this chapter to develop the presentation. Add a title slide with a shape and a closing slide. Be sure to check spelling.

2: Design and Create a Presentation about Tutoring

Personal

You have been helping some of your classmates with their schoolwork, and you have decided that you should start a small tutoring business. In the student center, there is a kiosk where students can find out about programs and activities on campus. The student center manager gave you permission to submit a short PowerPoint presentation promoting your tutoring business; this presentation will be added to the kiosk. The presentation should contain pictures appropriately resized. The Data Files for Students contains four pictures called Tutoring 1, Tutoring 2, Tutoring 3, and Tutoring 4, or you can use your own digital pictures or pictures from Office.com if they are appropriate for this topic. Change the contrast and brightness for at least one picture. Insert shapes and WordArt to enhance your presentation. Apply a transition in the Subtle area to all slides and increase the duration. Be sure to check spelling.

3: Design and Create a Presentation on Setting Up Children’s Fish Tanks

Professional

Fish make great pets for young children, but there is a lot to learn before they can set up a fish tank properly. The owner of the pet store where you work has asked you to create a presentation for the store to give parents an idea of what they need to purchase and consider when setting up a fish tank. He would like you to cover the main points such as the appropriate size bowl or tank, setup procedures, filtration, water quality, types of fish, care, and feeding. The presentation should contain pictures appropriately resized. The Data Files for Students contains five pictures called Fish 1, Fish 2, Fish 3, Fish 4, and Fish 5, or you can use your own digital pictures or pictures from Office.com if they are appropriate for this topic. Add a title slide and closing slide to complete your presentation. Format the title slide with a shape and change the theme color scheme. Change the title text font on the title slide. Format the background with at least one picture and apply a background texture to at least one slide. This presentation is geared to parents of young children, so keep it colorful, simple, and fun.