

# PROJECT 1:

## FUSION TOMO

You are developing a presentation showing the benefits of using the FusionTomo business model.

**Task 1:** Change the **Slide Master** theme colors to **Blue**.

1. Select the DESIGN tab.
2. In the Variants group, click the More down-arrow and select Colors.
3. Below the Office section of colors, select Blue.

- OR -

1. Click on the VIEW tab.
2. In the Master Views group, click Slide Master.
3. In the Background group, select Colors.
4. Below the Office section of colors, select Blue.

(Hint: When you apply a theme or modify theme elements (i.e. Colors, Fonts or Effects) these automatically modify the Slide Masters, so it is not necessary to open the Slide Master view to apply these types of changes.)

**Task 2:** On **Slide 2**, create a bulleted list from the text, **Leading ... decades**. For the bullet, use the picture **MSTomoLogo.png** located in the **GMetrixTemplates** folder.

1. In the Navigation Pane on the left, select Slide 2.
2. Below the heading, "About FusionTomo", select the text "Leading..." through "...decades."
3. In the HOME tab, Paragraph group, click the Bullets down-arrow and select Bullets and Numbering.
4. In the Bullets and Numbering pop-up, on the Bulleted tab, click the Picture button.
5. On the Insert Pictures pop-up, click the Browse link to the right of From a file and browse to your GMetrixTemplates folder.
6. Select TomoLogo.png and click Insert.

**Task 3:** Insert a new slide 3 using the slide titled **Board of Directors** from **FT Draft.pptx** located in the **GMetrixTemplates** folder.

1. In the Navigation Pane, select Slide 2.
2. In the INSERT tab, Slides group, click New Slide and select Reuse Slides...
3. The Reuse Slides pane will appear on the right. Click Browse then Browse File... and locate the GMetrixTemplates folder. Select FT Draft.pptx and click Open. All of the slides contained in the presentation will list in the Reuse Slides pane.
4. At the bottom of the list, make sure the box next to Keep source formatting is disabled (clear).
5. Right-click Board of Directors (Slide 3) and select Insert Slide. (Hint: Alternatively, you can also click on the slide to insert it.)
6. Close the Reuse Slides pane by clicking the X in the upper-right corner of the pane.

**Task 4:** In the right pane of the slide titled **FusionTomo**, insert the video **FusionTomo.mp4** located in the **GMetrixTemplates** folder.

1. In the Navigation Pane, select the slide #5 (or #6) titled, FusionTomo
  2. In the content placeholder on the right side of the slide, click the Insert Video icon.
  3. In the Insert Video pop-up, next to From a file, click Browse.
- (Hint: Alternatively, you could click anywhere inside the placeholder, then on the INSERT tab, in the Media group, click Video and select Video on My PC...)
4. Browse to your GMetrixTemplates folder and select FusionTomo.mp4.
  5. Click Insert.

**Task 5:** Insert a new slide at the end of the presentation by importing the file **Leadership.docx** located in the **GMetrixTemplates** folder.

1. In the Navigation Pane on the left, select the last slide.
2. On the HOME tab, in the Slides group, click New Slide and select Slides from Outline...
3. In GMetrixTemplates folder, select Leadership.docx.
4. Click Insert.

(Hint: A new slide should be created titled, "Leadership".)

## **PROJECT 2: NETWORKING**

As a member of the computer IT club at your school, you have been assigned to create a Powerpoint presentation on networking essentials.

**Task 1:** Apply the **Bevel Perspective Left, White style** to the photo on slide 2.

1. In the Navigation Pane on the left, select Slide 2.
2. Click on the photo to select it.
3. Click on the PICTURE TOOLS FORMAT tab.
4. In the Picture Styles group, click the More down-arrow to open the gallery.
5. Select Bevel Perspective Left, White.

**Task 2:** On slide 3, change the video playback to start automatically when the slide loads and redisplay the title screen after the playback is finished.

1. In the Navigation Pane on the left, select Slide 3.
2. Click on the video to select it.
3. Click on the VIDEO TOOLS PLAYBACK tab.
4. In the Video Options group, click the drop-down arrow next to Start: and select Automatically.
5. Click the box Rewind after Playing to enable it so the title screen will be redisplayed after the playback is finished.

**Task 3:** Apply **Style 9** to the **IEEE Wireless Network Standards** chart on slide 4.

1. In the Navigation Pane on the left, select Slide 4.
2. Click on the IEEE Wireless Network Standards chart to select it (Hint: The chart on the right).
3. Click on the CHART TOOLS DESIGN tab.
4. In the Chart Styles group, click the More drop-down arrow to open the gallery.
5. Select Style 9.

**Task 4:** Modify the design of the table on slide 5 to **Light Style 3 - Accent 6**

1. In the Navigation Pane on the left, select Slide 5.
2. Click on the table to select it.
3. Click on the TABLE TOOLS DESIGN tab.
4. In the Table Styles group, click the More drop-down arrow to open the gallery.
5. Select Light Style 3 - Accent 6.

**Task 5:** Change the colors of the graphic on slide 6 to **Colorful Range - Accent Colors 5 to 6**.

1. In the Navigation Pane on the left, select Slide 6.
2. Click on the graphic to select it.
3. Click on the SMARTART TOOLS DESIGN tab.
4. In the SmartArt Styles group, click Change Colors to open the menu.
5. Select Colorful Range - Accent Colors 5 to 6. (Hint: Scroll up)

## **PROJECT 3: ROCK CRAWLING**

A tourism office in southern Utah has hired you to modify a slide presentation on Rock Crawling in Moab, Utah.

**Task 1:** Duplicate the slide titled **Most Popular**.

1. In the Navigation Pane on the left, select Slide 3.
2. Right-click and select Duplicate Slide.

**Task 2:** Make the slide titled **Other Activities** visible.

1. In the Navigation Pane on the left, select the slide titled, Other Activities.
2. Right-click and select Hide Slide.

**Task 3:** Display the **date** in the upper-right corner of handouts created from this presentation.

1. In the VIEW tab, in the Master Views group, click Handout Master.
2. In the HANDOUT MASTER tab, in the Placeholders group, click the Date box to enable it.
3. In the Close group, click Close Master View.

**Task 4:** Reorder the presentation so the last slide titled **Adventurous Trails** is slide 3.

1. In the Navigation Pane on the left, select the last slide.
2. Click and drag the slide into position between slides 2 and 3.
3. Release the mouse.

**Task 5:** Change the handout settings to print **3 slides per page**.

1. Click the FILE tab.
2. In the left pane, select Print.
3. Beneath the Settings section, click the second drop-down arrow. Beneath Handouts, select 3 Slides.

## **PROJECT 4: BIKE SALE**

You are the administrative assistant for a retail store that sells bicycles. You've been tasked to modify a slide presentation about mountain biking to promote equipment sales.

**Task 1:** On the title slide, insert a **Colored Outline - Dark Yellow, Accent 2** oval shape, **2"** high and **3.5"** wide (5.08 x 8.89cm). Position the shape behind the image of the biker.

1. In the Navigation Pane on the left, select Slide 1.
2. Click the image of the Mountain Biker to select it.
3. Click the INSERT tab.
4. In the Illustrations group, click the Shapes down-arrow to open the gallery.
5. In the Basic Shapes section, select Oval.
6. Click and drag to draw an oval over the image of the Mountain Biker.
7. In the DRAWING TOOLS FORMAT tab, in the Shape Styles group, click More down-arrow to open the gallery.
8. Select Colored Outline - Dark Yellow, Accent 2.
9. In the Size group, use the spinner arrows to change Shape Height to 2"" and Shape Width to 3.5"". (5.08 x 8.89cm)

(Hint: You can also type the values into the fields).

10. In the Arrange group, click Send Backward.

**Task 2:** On slide 3, add the title **Touring Bikes**

1. In the Navigation Pane on the left, select Slide 3.
2. Click the field, CLICK TO ADD TITLE.
3. Type, Touring Bikes. (Text will appear in all caps.)

**Task 3:** On slide 3, create a table in the left placeholder with **3 columns** and **6 rows**. Accept the default style.

1. In the Navigation Pane on the left, select Slide 3.
2. In the left pane, click the Insert Table icon.

3. Configure the Insert Table pop-up window for Columns: 3 and Rows: 6
4. Click OK.

**Task 4:** Create a custom slide show named, **Hardtail Bike Sale** using slides 1, 2, 4 and 6.

1. Click the SLIDESHOW tab.
2. In the Start Slide Show group, select the Custom Slide Shows down-arrow and click Custom Shows...
3. In the Custom Shows pop-up window, click the New button.
4. Type into the field Slide show name: Hardtail Bike Sale.
5. In the Slides in presentation window, click the boxes for slides 1, 2, 4, and 6 to select them.
6. Click the Add button. The slides should be copied into the Slides in custom show window.
7. Click OK.
8. In the Custom Shows window, click Close.

**Task 5:** Disable the Slide Show options for **narrations**, **timings**, and **media controls**.

1. Click the SLIDESHOW tab.
2. In the Set Up group, click to clear the boxes and disable the following options: Play Narrations, Use Timings, and Show Media Controls.

## **PROJECT 5: FISHING**

Your family owns a small bait and tackle shop next to a lake popular for its fishing. You are preparing a presentation summarizing the success of a recent fishing derby.

**Task 1:** Add the text **Summer Success** to the **Subject** property of this file.

1. Click the FILE tab.
2. On the right, at the bottom of the Properties pane, click Show All Properties.
3. Click the Subject field and type, Summer Success.
4. Press the Enter key to commit the value.
5. In the upper-left of the Info pane, click the arrow icon to return to the slides.

**Task 2:** On slide 2, apply the color **Light Blue** to the text **10%**, **12%**, and **60%** and equalize the character height. Leave all other text unchanged.

1. In the Navigation Pane on the left, select Slide 2.
2. Click the HOME tab.
3. Hold the CTRL key and select only the terms, 10%, 12%, and 60%.
4. With all three terms selected, click the dialog box launcher located in the lower-right corner of the Font group.
5. In the Font pop-up window, on the Font tab, click the Font color down-arrow. In the Standard Colors section, select Light Blue.
6. In the Effects section, click the Equalize Character Height box to enable it.
7. Click OK.

**Task 3:** On slide 2, apply the **Inside Bottom Right** Shadow effect to the sun illustration.

1. In the Navigation Pane on the left, select Slide 2.
2. Click the sun image to select it and reveal the DRAWING TOOLS contextual tab.
3. Click the DRAWING TOOLS FORMAT tab.
4. In the Shape Styles group, click Shape Effects.
5. Select Shadow and in the Inner section, click Inside Bottom Right.

**Task 4:** On slide 5 crop the image to an **Oval** shape.

1. In the Navigation Pane on the left, select Slide 5.
2. Click the photo to select it and reveal the PICTURE TOOLS contextual tab.

3. Click the PICTURE TOOLS FORMAT tab.
4. In the Size group, click Crop down-arrow to open the menu.
5. Select Crop to Shape and in the Basic Shapes section, select Oval.

**Task 5:** On the last slide, use the list to create a **Basic Process** SmartArt diagram.

1. In the Navigation Pane on the left, select Slide 6.
2. Select all of the list items, "Book an Adventure ... Catch a Fish!"
3. On the HOME tab, in the Paragraph group, click Convert to SmartArt and select Basic Process.

## **PROJECT 6: ICE CREAM SHOP**

The ice cream shop where you work has asked you to assemble a short presentation on the different flavors available at the shop. You've been tasked to present the features that make this store unique.

**Task 1:** Locate the center of the slide by displaying the **alignment guides**.

1. In the Navigation Pane on the left, select Slide 1.
2. Click the VIEW tab.
3. In the Show group, click the Guides box to enable it.  
(Hint: By default, the Guides should be positioned at 0 on both the top and side rulers so that their intersection marks the center of the slide.)

**Task 2:** Change the chart on slide 3 to a **Clustered Bar**.

1. In the Navigation Pane on the left, select Slide 3.
2. Click the chart to select it and reveal the CHART TOOLS contextual tabs.
3. Click the CHART TOOLS DESIGN tab.
4. On the far right of the ribbon, in the Type group, click Change Chart Type.
5. In the Change Chart Type pop-up window, in the left pane select Bar.
6. At the top of the right pane, click the Clustered Bar icon.
7. Click OK.

**Task 3:** On the last slide, reorder the shapes so the diagram reads **Quality Ingredients + Exciting Flavors** → **Amazing Ice Cream**.

1. In the Navigation Pane on the left, select Slide 6.
2. Click anywhere in the SmartArt diagram to reveal the SMARTART TOOLS contextual tabs.
3. In the SMARTART TOOLS DESIGN tab, in the Create Graphic group, click Text Pane.
4. In the Text pane, click the item Amazing Ice Cream to select it.
5. In the SMARTART TOOLS DESIGN tab, in the Create Graphic group, click Move Down once.

(Hint: The diagram should display the shapes Quality Ingredients in the top-left, Exciting Flavors in the bottom-left, and Amazing Ice Cream on the right.)

6. Click the X in the upper-right corner of the Text pane to close it.

**Task 4:** Apply a transition effect duration of **1.50** to all of the slides in the presentation.

1. Click the TRANSITIONS tab.
2. In the Timing group, click the Duration spinner down-arrow to change it to 1.50  
(Hint: You can also type the value into the window.)
3. In the same group, click Apply To All.

**Task 5:** Set the Print Options to be High Quality.

1. Go to File.
2. Select Options.
3. In the PowerPoint Options window on the left select Advanced.

4. On the right side scroll down to Print, and put a check mark next to **High Quality**.
5. Click OK

## **PROJECT 7: SCUBA**

You own a small SCUBA diving concession in the Caribbean. You are creating a presentation to promote diving in your local area.

**Task 1:** Apply the **Ripple transition** to all of the slides.

1. In the Navigation Pane on the left, select Slide 1.
2. Click the TRANSITIONS tab.
3. In the Transitions to This Slide group, click the More button to open the gallery.
4. In the Exciting section, select the Ripple transition.
5. In the Timing group, click Apply To All.

**Task 2:** On slide 2, modify the animation so all of the list items enter **From Bottom-Right**.

1. In the Navigation Pane on the left, select Slide 2.
2. On the slide, select all of the list items "Learn the Basics ... Underwater World".
3. Click the ANIMATIONS tab.
4. In the Animation group, click Effect Options, and select From Bottom-Right.

**Task 3:** On slide 3, next to the list item **Pay \$75** insert a comment **Update the fee to \$90**.

1. In the Navigation Pane on the left, select Slide 3.
2. On the slide, select the last list item Pay \$75.
3. Click the REVIEW tab.
4. In the Comments group, click New Comment.
5. In the Comment pane on the right type, 'Update the fee to \$90'.
6. Press the Enter key to commit the comment.
7. Click the X in the upper-right corner of the Comment pane to close it.

**Task 4:** On slide 5, modify the animation so the list items appear in the order **Theory, Skills, Ocean Dive**.

1. In the Navigation Pane on the left, select Slide 5.
2. Click the ANIMATIONS tab.
3. In the Advanced Animation group, click Animation Pane to open it.
4. In the Animation pane, click on the Ocean Dive item to select it.
5. At the top of the Animation pane, click the down-arrow twice to move the Ocean Dive item into position 3.
6. Click the X in the upper-right corner of the Animation pane to close it.

**Task 5:** Remove all of the **Document Properties** and **Personal Information** from the presentation. Leave all other hidden properties.

1. Select the FILE tab.
2. In the Info pane, click Check for Issues and select Inspect Document.  
(If prompted to save your document, select No.)
3. In the Document Inspector pop-up window, accept all defaults and click inspect.
4. Next to Document Properties and Personal Information, click Remove All.
5. Click Close.