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DOING



Microsoft

# PowerPoint 2013

Hands-on Lessons and Assessments

## Student Textbook

Level 1

The Development Team at B.E. Publishing  
and Nancy Olesen



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Microsoft

# PowerPoint 2013

Hands-on Lessons and Assessments

## Student Textbook

Level 1

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### Learn-by-Doing: Microsoft PowerPoint 2013 Student Textbook

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# Table of Contents

<b>Curriculum Guide</b> .....	ii	<b>Unit 4: Using Design Themes &amp; Templates</b> .....	65
<b>Introduction</b> .....	v	<b>4.1 Motivational Quotes</b>	
<b>Standards</b> .....	v	Using a Template .....	66
<b>How to Use This Book</b> .....	vi	<b>4.2 Oscars Trivia</b>	
<b>Assessments</b> .....	vii	Enhancing a Design Theme.....	69
<b>Unit 1: Presentation Basics</b> .....	1	<b>4.3 Olympic Games</b>	
<b>1.1 Getting Started</b>		Formatting Slide Backgrounds.....	74
Navigating PowerPoint .....	2	<b>Unit 5: Applying Transitions &amp; Animations</b> .....	79
<b>1.2 Welcome Message</b>		<b>5.1 Olympic Games 2</b>	
Creating Your First Presentation .....	6	Applying Transitions .....	80
<b>1.3 Welcome Message 2</b>		<b>5.2 Oscars Trivia 2</b>	
Formatting Text Basics.....	10	Applying Special Effects to Transitions.....	82
<b>1.4 Choosing a College</b>		<b>5.3 T-shirt Design</b>	
Formatting Paragraphs .....	13	Applying Animation.....	84
<b>1.5 Combination Locks</b>		<b>5.4 T-shirt Design 2</b>	
Working with Text Boxes .....	17	Working with Animation Tools .....	88
<b>1.6 Combination Locks 2</b>		<b>Unit 6: Working with Presentation Views</b> .....	93
Editing Basics.....	22	<b>6.1 Spanish Numbers</b>	
<b>Unit 2: Customizing Presentations</b> .....	27	Using Slide Sorter & Notes .....	94
<b>2.1 Geometric Shapes</b>		<b>6.2 Parents Night</b>	
Using Basic Shapes .....	28	Using Rehearse Timings.....	100
<b>2.2 Geometric Shapes 2</b>			
Formatting Basic Shapes .....	32		
<b>2.3 Building a Snowman</b>			
Arranging Shapes & Objects .....	37		
<b>2.4 Home Row Keys</b>			
Enhancing Shapes & Objects .....	42		
<b>Unit 3: Enhancing Slide Elements</b> .....	47		
<b>3.1 Extreme Sports</b>			
Working with Images .....	48		
<b>3.2 Extreme Sports 2</b>			
Enhancing Images .....	52		
<b>3.3 The Meaning of Colors</b>			
Formatting Tables .....	55		
<b>3.4 Traveling Abroad</b>			
Changing Picture Effects .....	60		



# Curriculum Guide

Lesson		New Skills	
<b>Unit 1: Presentation Basics</b>			
1.1	<b>Getting Started</b>	<i>Navigating PowerPoint</i>	Opening a Blank Presentation ■ Identifying Ribbons, Tabs, & Groups ■ Understanding Backstage View ■ Using the Zoom Adjustment Tool ■ Closing PowerPoint
1.2	<b>Welcome Message</b>	<i>Creating Your First Presentation</i>	Creating a Blank Presentation ■ Saving a Presentation ■ Changing Font and Font Size ■ Inserting New Slides ■ Viewing a Slide Show ■ Ending a Slide Show ■ Closing a Presentation
1.3	<b>Welcome Message 2</b>	<i>Formatting Text Basics</i>	Opening an Existing Presentation ■ Revising an Existing Presentation ■ Using Save As ■ Changing Font Color ■ Applying Bold, Italic, Underline, and Text Shadow
1.4	<b>Choosing a College</b>	<i>Formatting Paragraphs</i>	Using Numbered and Bulleted Lists ■ Increasing List Levels ■ Changing Line Spacing ■ Aligning Text
1.5	<b>Combination Locks</b>	<i>Working with Text Boxes</i>	Removing Bullets ■ Changing Text Direction ■ Aligning Text Within a Text Box ■ Resizing a Text Box
1.6	<b>Combination Locks 2</b>	<i>Editing Basics</i>	Using Copy ■ Using Paste ■ Using Cut ■ Using Find and Replace
<b>Unit 1 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 2: Customizing Presentations</b>			
2.1	<b>Geometric Shapes</b>	<i>Using Basic Shapes</i>	Inserting Basic Shapes ■ Resizing Shapes ■ Inserting a Text Box ■ Deleting a Slide
2.2	<b>Geometric Shapes 2</b>	<i>Formatting Basic Shapes</i>	Changing Shape Fill ■ Changing Shape Outline ■ Using Shape Effects ■ Using Quick Styles
2.3	<b>Building a Snowman</b>	<i>Arranging Shapes &amp; Objects</i>	Changing Shape Height ■ Changing Shape Width ■ Aligning Objects ■ Arranging Objects ■ Grouping Objects
2.4	<b>Home Row Keys</b>	<i>Enhancing Shapes &amp; Objects</i>	Adding Text to a Shape ■ Rotating Objects
<b>Unit 2 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 3: Enhancing Slide Elements</b>			
3.1	<b>Extreme Sports</b>	<i>Working with Images</i>	Inserting Online Pictures ■ Cropping a Picture ■ Aligning Pictures
3.2	<b>Extreme Sports 2</b>	<i>Enhancing Images</i>	Using Picture Styles ■ Applying Picture Borders ■ Applying Picture Effects
3.3	<b>The Meaning of Colors</b>	<i>Formatting Tables</i>	Using Headers and Footers ■ Changing Slide Layout ■ Using WordArt ■ Inserting a Table ■ Formatting a Table
3.4	<b>Traveling Abroad</b>	<i>Changing Picture Effects</i>	Using Artistic Effects ■ Using SmartArt ■ Inserting a Hyperlink
<b>Unit 3 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	



# Curriculum Guide

## Lesson

## New Skills

### Unit 4: Using Design Themes & Templates

4.1	<b>Motivational Quotes</b>	<i>Using a Template</i>	Using Templates ■ Reordering Slides
4.2	<b>Oscars Trivia</b>	<i>Enhancing a Design Theme</i>	Applying a Design Theme ■ Applying Variants to a Design Theme
4.3	<b>Olympic Games</b>	<i>Formatting Slide Backgrounds</i>	Formatting a Slide Background with an Image ■ Formatting a Slide Background with a Fill Color ■ Using the Spelling Feature
<b>Unit 4 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	

### Unit 5: Applying Transitions & Animations

5.1	<b>Olympic Games 2</b>	<i>Applying Transitions</i>	Applying Slide Transitions ■ Applying Effect Options to Transitions
5.2	<b>Oscars Trivia 2</b>	<i>Applying Special Effects to Transitions</i>	Using Sound ■ Using the Advance Slide Options ■ Timing Transitions ■ Previewing Transitions
5.3	<b>T-shirt Design</b>	<i>Applying Animation</i>	Applying Animation ■ Applying Effect Options to Animations ■ Previewing Animations
5.4	<b>T-shirt Design 2</b>	<i>Working with Animation Tools</i>	Applying Animation to an Image ■ Using the Animation Pane ■ Reordering Animation
<b>Unit 5 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	

### Unit 6: Working with Presentation Views

6.1	<b>Spanish Numbers</b>	<i>Using Slide Sorter &amp; Notes</i>	Working with Presentation Views ■ Using Slide Sorter View ■ Adding Notes to Slides ■ Using Notes Page View ■ Printing Slides with Notes
6.2	<b>Parents Night</b>	<i>Using Rehearse Timings</i>	Setting Up a Slide Show ■ Rehearsing Timings for a Slide Show ■ Making Your Own Design Decisions
<b>Unit 6 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	



# Introduction

## Learn-by-Doing Series for Microsoft Office 2013 (Level 1)

As the name implies, the **Learn-by-Doing Series** gets students learning Microsoft Office 2013 by using its applications to do what is needed to communicate and share information in the real world of work and life. Designed for today's interactive, visual learner, this series consists of graphical hands-on lessons that get students instantly engaged in applying Microsoft Office 2013 skills.

## Learn-by-Doing: Microsoft PowerPoint 2013

This book uses school and workplace themes to introduce students to the basics of Microsoft PowerPoint 2013. The powerful features and interface of Microsoft PowerPoint 2013 are clearly explained in step-by-step, illustrated instructions.

## Who should use this book?

**Learn-by-Doing: Microsoft PowerPoint 2013** is designed to be used by students enrolled in a computer applications course that includes digital presentations in its curriculum. Students should have a basic familiarity with working on a computer.

The lessons in this book build upon one another. Skills and features are presented in an order ranging from basic to intermediate. Therefore, lessons should be completed in the order presented.

## Requirements

- Microsoft PowerPoint 2013 for Windows
- Learn-by-Doing: Microsoft PowerPoint 2013 Student Textbook
- Learn-by-Doing: Microsoft PowerPoint 2013 Instructor's Resource CD, which includes:
  - *Lesson Solution Files*
  - *Unit Performance Assessments (PDF Format); Source and Solution Files*
  - *Unit Written Assessments and Solutions (PDF Format)*

## Standards

Since National Educational Standards are updated over time, the latest standards with which this text is aligned can be accessed on our website at [www.bepublishing.com](http://www.bepublishing.com)

At press time, the standards aligned with this book are:

- *Common Core Standards for Reading & Literacy*
- *Common Career Technical Standards*
- *International Society for Technology in Education (ISTE)*

Visit [www.bepublishing.com](http://www.bepublishing.com) for details.

## Organizing and Saving Your Lesson Files

It is important that lesson files are named properly and saved in the correct folder on your hard drive or network.



You will create a folder named **My PowerPoint Projects** in which to save your files.

You will be instructed in each lesson on what to name the lesson files.

## Using Microsoft PowerPoint 2013 for Windows

**Learn-by-Doing: Microsoft PowerPoint 2013** is intended for use with Windows-based systems since Microsoft Office 2013 applications are not designed for Macintosh-based systems.





Unit Cover Page

## How to Use This Book

This book is divided into six units, each containing individual lessons pertaining to the different ribbons in **Microsoft PowerPoint 2013**. Lessons in this book have been organized into an easy-to-read, self-guided, visual format where you will practice new skills and learn by doing.

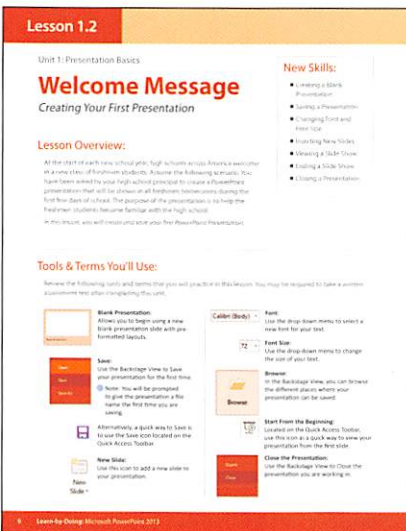
Review this section carefully to become familiar with all of the parts of the lessons and the steps necessary to complete each lesson.

### Step 1: Review the Lesson Introduction

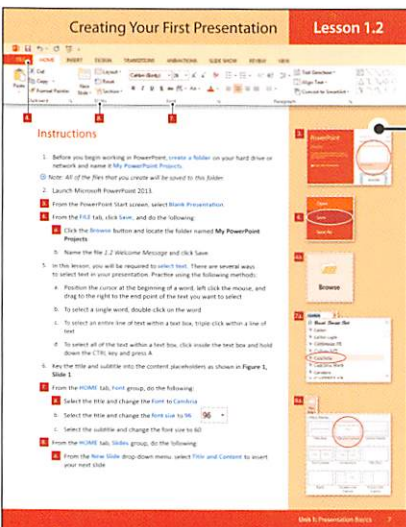
- Read the **Lesson Overview** and note the **New Skills** that you will practice in the lesson.
- Review the **Tools & Terms** needed to complete the lesson successfully. Familiarize yourself with these terms, icons, and descriptions, as you may be required to take a written test upon completion of each unit.

### Step 2: Follow Step-by-Step Instructions

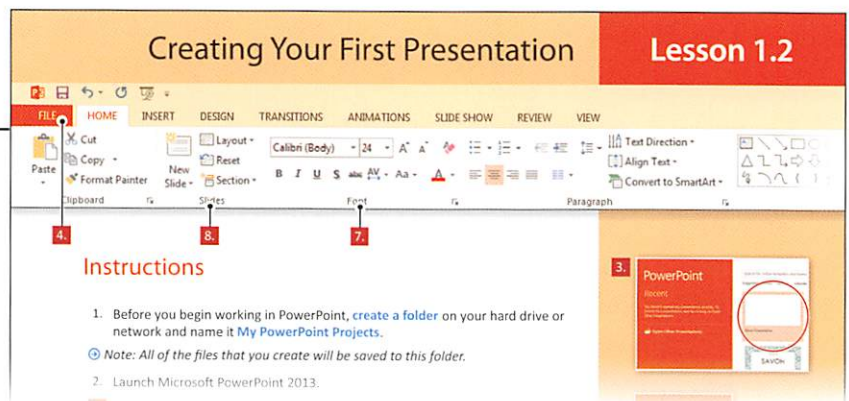
- Follow the numbered instructions to complete each step in the lesson.
- References in the instructions that correlate to the tools on the Ribbon are indicated by a red **#** icon. It is important that you refer to this icon as you follow the instructions.
- The primary **Microsoft PowerPoint Ribbon** being presented in each lesson is displayed at the top of the **Instructions** page.



Lesson Introduction Page



Instructions Page



*Note: Once a new skill has been presented, visual step-by-step instructions for that skill are no longer provided in subsequent lessons.*



## Step 3: Create PowerPoint Presentation as Instructed

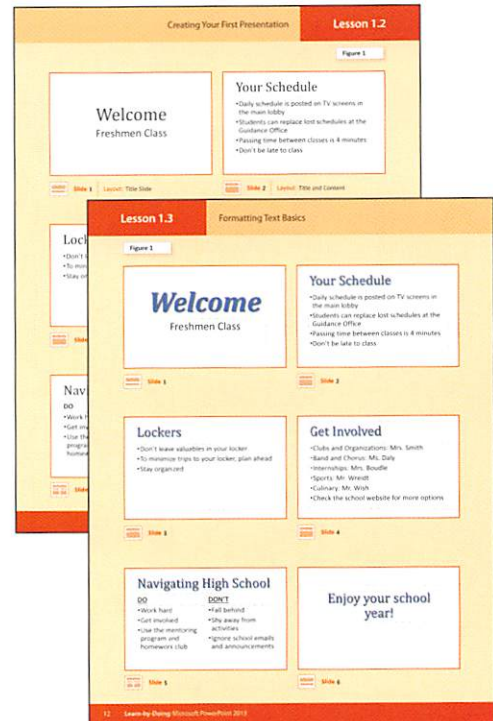
- Follow the instructions and enter the content in each lesson.
- When provided, use the finished formatted **Figure** as a visual reference to check your work.

## Step 4: Complete Unit Performance & Written Assessments

Your instructor may require you to:

- Complete a hands-on **Unit Performance Assessment** which will measure your ability to demonstrate the skills in each unit.
- Complete a **Unit Written Assessment** which will measure your comprehension of the tools, terms, and features presented in each unit.

*Note: Performance and Written Assessments are provided on the Instructor's Resource CD.*



Figure



Performance Assessment



Written Assessment

# Unit 1

## Presentation Basics

### 1.1 Getting Started

#### *Navigating PowerPoint*

- Opening a Blank Presentation
- Identifying Ribbons, Tabs, & Groups
- Understanding Backstage View
- Using the Zoom Adjustment Tool
- Closing PowerPoint

### 1.2 Welcome Message

#### *Creating Your First Presentation*

- Creating a Blank Presentation
- Saving a Presentation
- Changing Font and Font Size
- Inserting New Slides
- Viewing a Slide Show
- Ending a Slide Show
- Closing a Presentation

### 1.3 Welcome Message 2

#### *Formatting Text Basics*

- Opening an Existing Presentation
- Revising an Existing Presentation
- Using Save As
- Changing Font Color
- Applying Bold, Italic, Underline, and Text Shadow

### 1.4 Choosing a College

#### *Formatting Paragraphs*

- Using Numbered and Bulleted Lists
- Increasing List Levels
- Changing Line Spacing
- Aligning Text

### 1.5 Combination Locks

#### *Working with Text Boxes*

- Removing Bullets
- Changing Text Direction
- Aligning Text Within a Text Box
- Resizing a Text Box

### 1.6 Combination Locks 2

#### *Editing Basics*

- Using Copy
- Using Paste
- Using Cut
- Using Find and Replace



### Unit 1 Assessments

Performance and Written Assessments are located on the Instructor's Resource CD.



## Unit 1: Presentation Basics

# Getting Started

## Navigating PowerPoint

### Lesson Overview

Microsoft PowerPoint is one of the most commonly used presentation applications. PowerPoint enables users to create attractive, professional-looking slide show presentations that deliver content via computer monitors, tablets, projector screens, and even the Web. From classrooms to conference rooms, PowerPoint has literally hundreds of uses. By combining text, transitions, colors, sound, graphics, and even animations, PowerPoint helps bring content to life.

*In this lesson, you will become familiar with the PowerPoint application interface by exploring and navigating through a series of screens.*

### New Skills

- Opening a Blank Presentation
- Identifying Ribbons, Tabs, & Groups
- Understanding Backstage View
- Using the Zoom Adjustment Tool
- Closing PowerPoint

## Launching PowerPoint & Working with Files

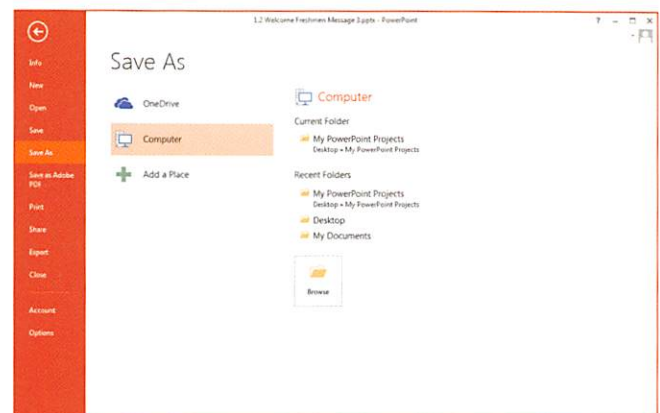


The PowerPoint program icon launches **Microsoft PowerPoint 2013** from the **Windows Start Menu** or **Start Screen**.



### Start Screen

When Microsoft PowerPoint opens, the first thing you see is the **Start Screen**. From the Start Screen you can open existing presentations from a list of recent files, or create a new file using a blank presentation or new presentation template. You also can look for more templates online using the Start Screen search tool.



### Backstage View

Located by clicking the File tab, the **Backstage View** is the central place for managing your presentations. Actions such as saving, printing, or opening a previously saved file can also be done here. Different options appear depending on your selection. For example, when you select Open file, your computer's file folders appear on screen.

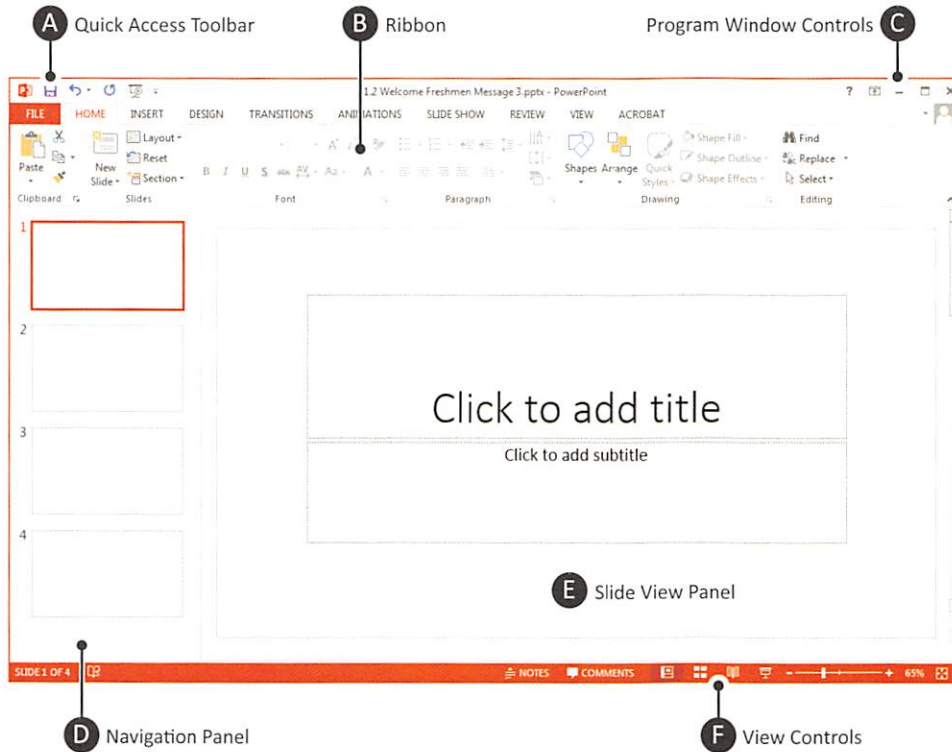


Clicking on the back arrow returns you to the open file.



## Application Window

The PowerPoint application window displays the working area of your presentation slide and provides access to the tools needed to enter, edit, and format text and other content.

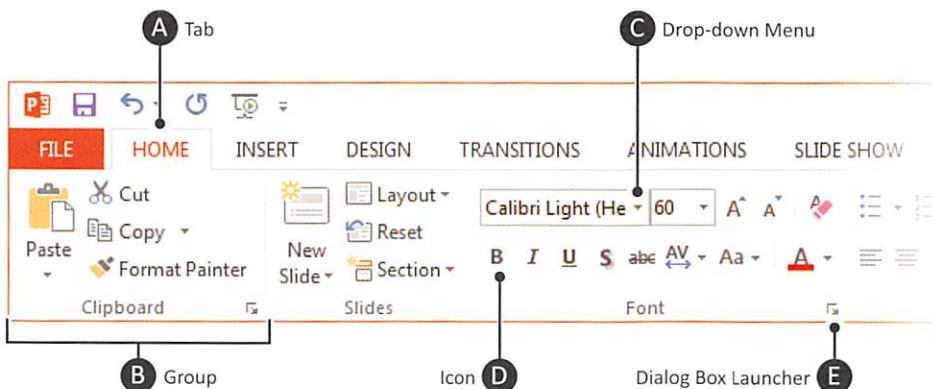


### Application Window Key

- A Quick Access Toolbar**  
Commonly used commands at the top of the application window
- B Ribbon**  
Groups of related tools organized within a set of tabs
- C Program Window Controls**  
Allow you to move, resize, and close the application window
- D Navigation Panel**  
Displays slide thumbnails and allows you to add, move, or delete slides, as well as move from slide to slide
- E Slide View Panel**  
The area on which your content appears as it is entered and formatted
- F View Controls**  
Adjust zooming in and out of a slide, as well as selecting slide view options

## Ribbon Parts

The PowerPoint ribbon user interface keeps related tools organized and easily accessible.



Tools are organized within **tabs**, which contain **groups** of related features and commands. Graphical **icons** or menu items control the editing and formatting of a PowerPoint presentation. Some tools or groups have additional options accessible from a **drop-down menu** or **dialog box launcher**.

### Ribbon Parts Key

- A Tab**  
Contains related groups of different tools and commands to perform the most common tasks
- B Group**  
Contains related features and tools organized within a ribbon's tab
- C Drop-down Menu**  
Allows you to choose a command from a list of options
- D Icon**  
An interactive tool that activates its feature when clicked
- E Dialog Box Launcher**  
Opens a small window with information and options about a particular tool or group



### Page Key

#### A Slide Thumbnail

A miniature view of a slide to help you quickly identify or remove it, or change its order in the presentation

#### B Slide Page

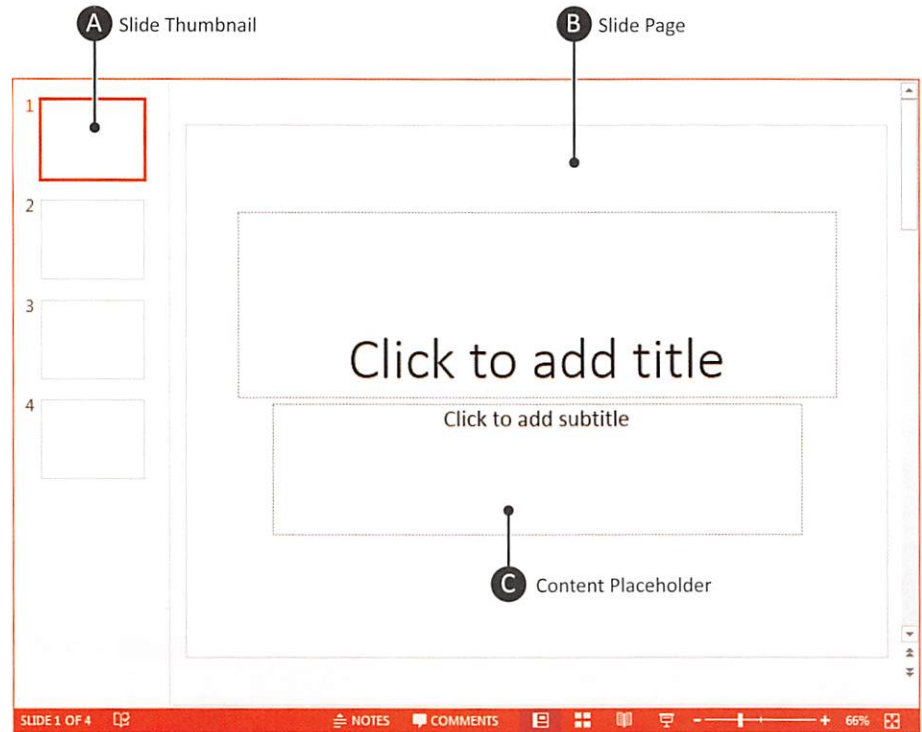
The working area used to design and lay out content which is displayed during the presentation

#### C Content Placeholder

Automatically formatted boxes to hold content (text, images, media, etc.)

## Slide Page

The PowerPoint slide page is where text and other content is entered, edited, and formatted. Slides usually contain placeholders where content can be inserted.



### View Controls Key

#### A Slide View Options

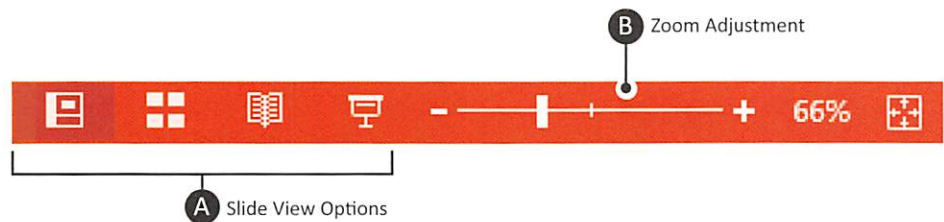
Allow you to select different slide view options

#### B Zoom Adjustment

Adjusts zooming in and out of a slide

## View Controls

The controls at the bottom-right of the slide page adjust zoom and present different slide view options.







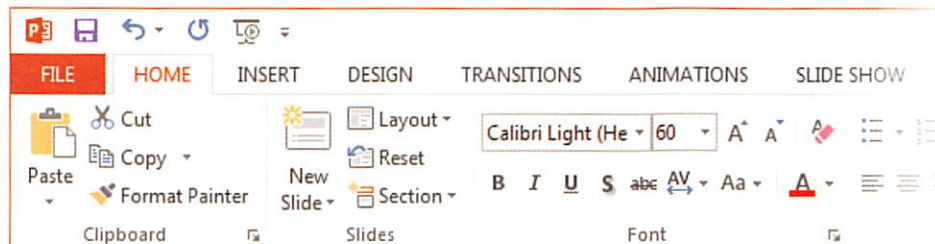
## Instructions

Now that you have reviewed the PowerPoint application interface, let's continue with a brief exercise to familiarize you with its working parts.

⌚ *Note: This is the only lesson that you will not be required to save. However, you may be responsible for the material presented in this lesson on the Unit 1 Written Assessment.*


1. Locate the PowerPoint program icon and **launch** Microsoft PowerPoint 2013. 
2. From the **Start** screen, select **Blank Presentation**.
3. Click in the content placeholder [Click to add title] and key your first and last name. Notice how your name takes on the same font and size as the content placeholder.
4. Click in the content placeholder [Click to add subtitle] and key today's date.
 

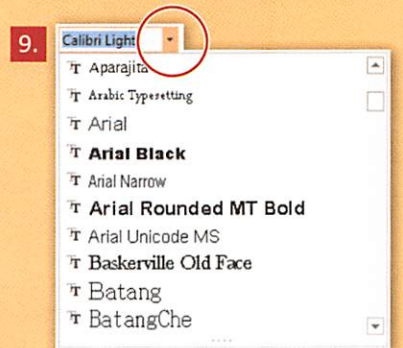
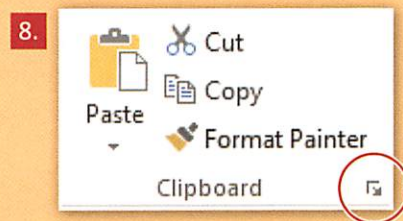
⌚ *Note: Notice how the **thumbnail** on the Navigation Panel displays the text you have entered on the slide.*
5. Go to the **Backstage View** of Microsoft PowerPoint by clicking on the **File** tab. Notice the saving and printing options available.
6. Now, click on the **Arrow** to return to your open presentation. 
7. Practice getting to know the **Ribbons** and their parts by clicking some of the **Tabs** such as INSERT, DESIGN, etc. (as shown below).



8. While exploring the ribbons, notice the different tool options by clicking on a few of the **Dialog Box Launchers**.
9. Click on a few of the **Drop-down Menus** and notice the different tool options.
10. Using the **View Controls** at the bottom-right of the slide page, use the slider to increase and decrease the zoom setting (as shown below).



11. Close Microsoft PowerPoint by clicking on the **X** icon in the top right corner of the window. 
12. You are now ready to move on to Lesson 1.2 where you will begin learning the many powerful features of Microsoft PowerPoint.





## Unit 1: Presentation Basics

# Welcome Message

## Creating Your First Presentation

### Lesson Overview:

At the start of each new school year, high schools across America welcome in a new class of freshmen students. Assume the following scenario: You have been asked by your high school principal to create a PowerPoint presentation that will be shown in all freshmen homerooms during the first few days of school. The purpose of the presentation is to help the freshmen students become familiar with the high school.

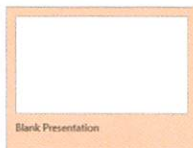
*In this lesson, you will create and save your first PowerPoint Presentation.*

### New Skills:

- Creating a Blank Presentation
- Saving a Presentation
- Changing Font and Font Size
- Inserting New Slides
- Viewing a Slide Show
- Ending a Slide Show
- Closing a Presentation

### Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.



#### Blank Presentation:

Allows you to begin using a new blank presentation slide with pre-formatted layouts.



#### Save:

Use the Backstage View to Save your presentation for the first time.

Note: You will be prompted to give the presentation a file name the first time you are saving.

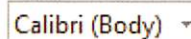


Alternatively, a quick way to Save is to use the Save icon located on the Quick Access Toolbar.



#### New Slide:

Use this icon to add a new slide to your presentation.



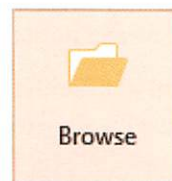
#### Font:

Use the drop-down menu to select a font for your text.



#### Font Size:

Use the drop-down menu to change the size of your text.



#### Browse:

In the Backstage View, you can browse the different places where your presentation can be saved.



#### Start From the Beginning:

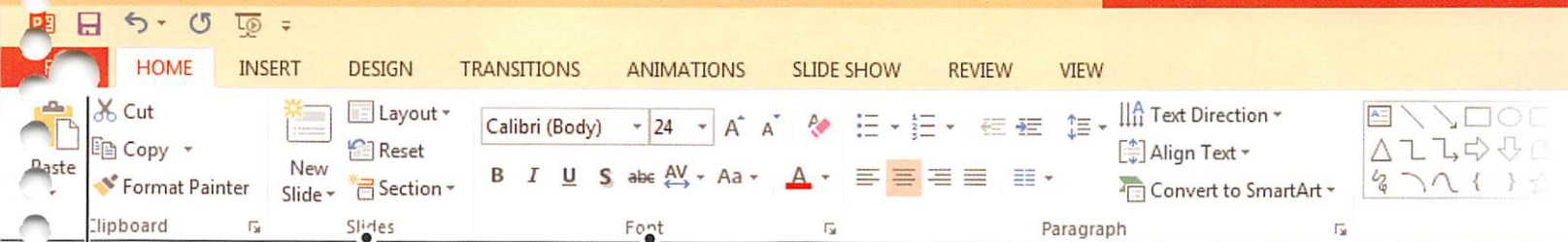
Located on the Quick Access Toolbar, use this icon as a quick way to view your presentation from the first slide.



#### Close the Presentation:

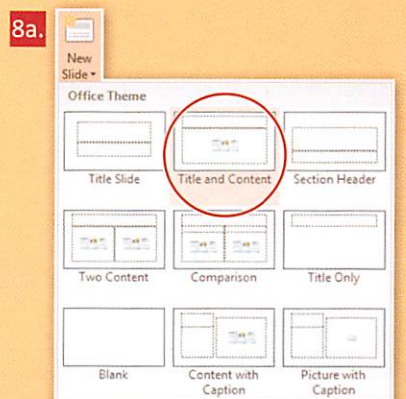
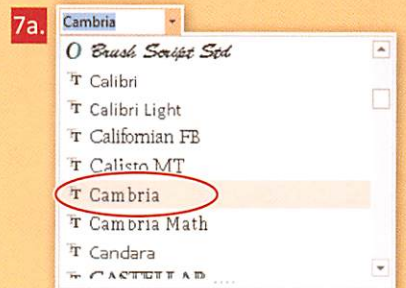
Use the Backstage View to Close the presentation you are working in.



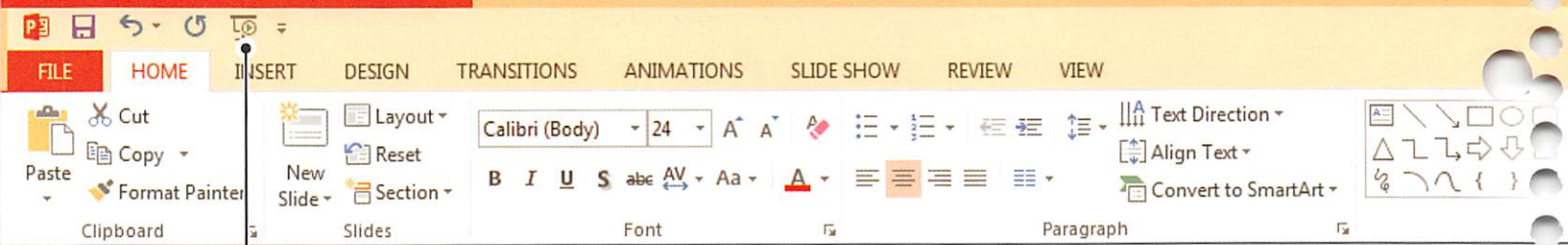


## Instructions

1. Before you begin working in PowerPoint, **create a folder** on your hard drive or network and name it **My PowerPoint Projects**.
  - ⌚ *Note: All of the files that you create will be saved to this folder.*
2. Launch Microsoft PowerPoint 2013.
3. From the PowerPoint Start screen, select **Blank Presentation**.
4. From the **FILE** tab, click **Save**, and do the following:
  - a. Click the **Browse** button and locate the folder named **My PowerPoint Projects**
  - b. Name the file *1.2 Welcome Message* and click Save.
5. In this lesson, you will be required to **select text**. There are several ways to select text in your presentation. Practice using the following methods:
  - a. Position the cursor at the beginning of a word, left click the mouse, and drag to the right to the end point of the text you want to select
  - b. To select a single word, double-click on the word
  - c. To select an entire line of text within a text box, triple-click within a line of text
  - d. To select all of the text within a text box, click inside the text box and hold down the CTRL key and press A
6. Key the title and subtitle into the content placeholders as shown in **Figure 1, Slide 1**.
7. From the **HOME** tab, **Font** group, do the following:
  - a. Select the title and change the **Font** to **Cambria**
  - b. Select the title and change the **font size** to **96**
  - c. Select the subtitle and change the font size to 60
8. From the **HOME** tab, **Slides** group, do the following:
  - a. From the **New Slide** drop-down menu, select **Title and Content** to insert your next slide







17.

**SLIDE 2:**

9. Key the title and text as shown in **Figure 1**, and do the following:
  - a. Select the title, change the font to Cambria and the font size to 72
  - b. Select the bulleted list and change the font size to 40

10. Continue to add new slides applying the slide layouts as indicated in **Figure 1**.

**SLIDES 3-4:**

11. Key the title and text as shown in **Figure 1**, and do the following:
  - a. Change the font of the titles to Cambria and the font size to 72
  - b. Change the font size of the bulleted lists to 40

**SLIDE 5:**

12. Key the title, column headings, and bulleted list into each content placeholder as shown.
13. Change the font of the title to Cambria and the font size to 72.
14. Change the font size of the text in the remaining content placeholders to 40.

**SLIDE 6:**

15. Key the title as shown in **Figure 1**, and do the following:
  - ⓘ *Note: Do not type into the second content placeholder.*
    - a. Change the font to Cambria and the font size to 72
16. Proofread your presentation by clicking on each slide thumbnail.

17. To view your presentation from the first slide, choose the **Start From the Beginning** icon from the **Quick Access Toolbar**.



18. To advance to the next slide, click anywhere on the slide.

19. To **end** the slide show, hit the **Esc** key.

20. Resave the file using the **Save** icon on the Quick Access Toolbar.



21. From the **FILE** tab, click **Close**.

22. To **Close** PowerPoint, click on the **X** in the top right corner of the screen.



21.

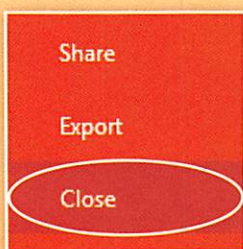
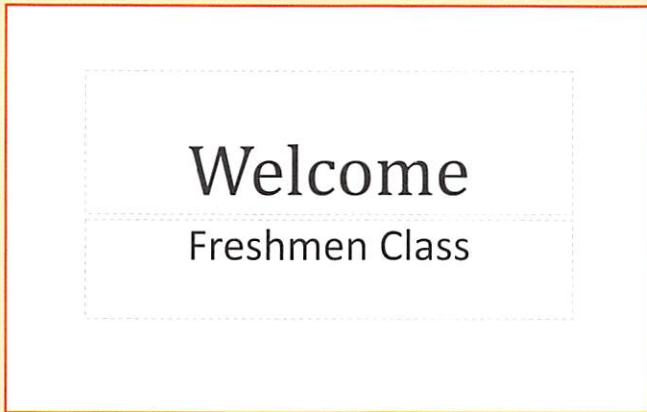
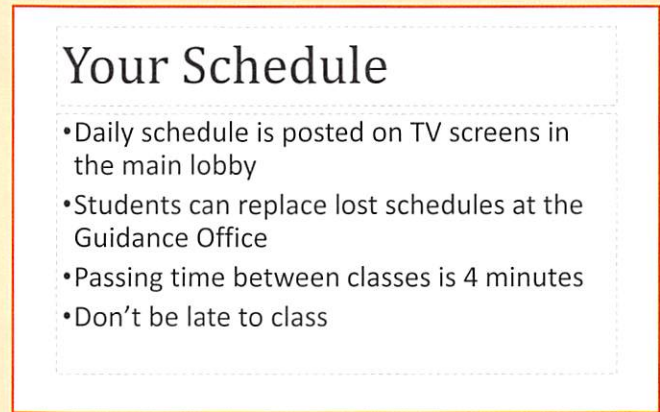




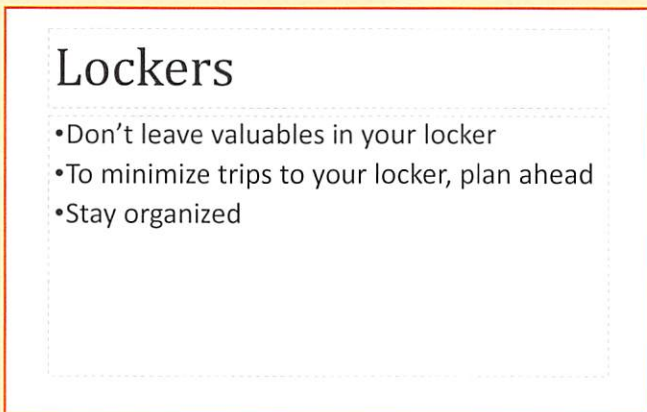
Figure 1



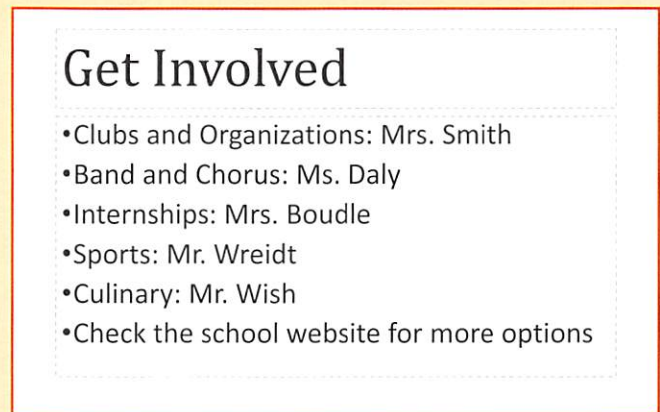
 Slide 1 | Layout: Title Slide



 Slide 2 | Layout: Title and Content



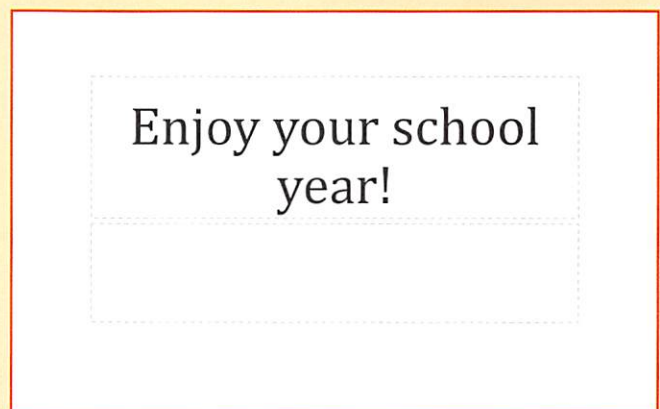
 Slide 3 | Layout: Title and Content



 Slide 4 | Layout: Title and Content



 Slide 5 | Layout: Comparison



 Slide 6 | Layout: Title Slide

## Unit 1: Presentation Basics

# Welcome Message 2

## Formatting Text Basics

### Lesson Overview:

In the previous lesson, you created a basic presentation to be viewed by an incoming freshmen class of students. Before the presentation is displayed in the freshmen homerooms, your principal has asked that you make some formatting changes to it. PowerPoint comes equipped with a variety of tools and features that allow users to enhance the style and appearance of text on slides.

*In this lesson, you will open an existing presentation, select and format text, and save the presentation with a different name.*

### New Skills:

- Opening an Existing Presentation
- Revising an Existing Presentation
- Using Save As
- Changing Font Color
- Applying Bold, Italic, Underline, and Text Shadow

### Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.



**Open a Recent Presentation:**  
From the File tab, use the Backstage View to open a previously saved recent presentation. If the file you are looking for is not there, click Open Other Presentations.



**Save As:**  
From the File tab, use the Backstage View to save an existing presentation with a new name.



**Shadow:**  
Use this icon to add a shadow behind your text to help it stand out on the slide.



**Font Color:**  
Use the drop-down menu to change the color of your text.



**Bold:**  
Use this icon to make your text bold for emphasis.

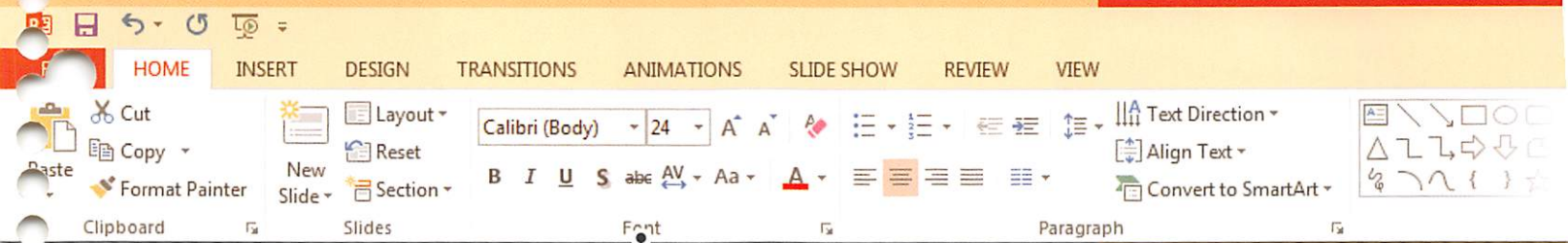


**Italic:**  
Use this icon to italicize your text.



**Underline:**  
Use this icon to underline your text.





## Instructions

1. To open an existing presentation, launch PowerPoint 2013.
2. From the PowerPoint Start screen, do the following:
  - a. Choose **Open Other Presentations**
  - b. Click **Computer**
  - c. Click Browse. Choose the file named *1.2 Welcome Message* located in your **My PowerPoint Projects** folder

⌚ Note: You can also open the presentation from the list of Recent Presentations.
3. From the **FILE** tab, click **Save As**. Name the file *1.3 Welcome Message 2*.
 


⌚ Note: Your original file, *1.2 Welcome Message*, remains unchanged.

Using Figure 1 as a guide, make the following changes to the slides as indicated below.

### SLIDE 1:

4. Select the title, and from the **HOME** tab, **Font** group, do the following:
  - a. Change the Font Size to 149
  - b. Apply **Bold** 
  - c. Apply **Italic** 
  - d. Apply **Text Shadow** 
  - e. Change the **Font Color** to **Blue**

### SLIDES 2-5:

5. Apply text shadow to each title.
6. Change the font color of each title to blue.
7. On Slide 5 **only**, select both column headings and apply **Underline**. 

### SLIDE 6:

8. Apply text shadow to the text and change the color to blue.
9. Proofread your presentation for accuracy and format, then resave the file.
10. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

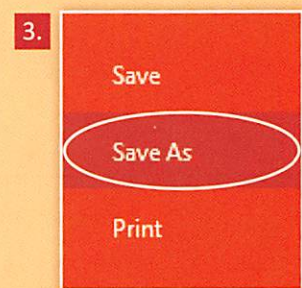




Figure 1

**Welcome**  
Freshmen Class



Slide 1

**Your Schedule**

- Daily schedule is posted on TV screens in the main lobby
- Students can replace lost schedules at the Guidance Office
- Passing time between classes is 4 minutes
- Don't be late to class



Slide 2

**Lockers**

- Don't leave valuables in your locker
- To minimize trips to your locker, plan ahead
- Stay organized



Slide 3

**Get Involved**

- Clubs and Organizations: Mrs. Smith
- Band and Chorus: Ms. Daly
- Internships: Mrs. Boudle
- Sports: Mr. Wreidt
- Culinary: Mr. Wish
- Check the school website for more options



Slide 4

**Navigating High School**

<u>DO</u>	<u>DON'T</u>
<ul style="list-style-type: none"> <li>• Work hard</li> <li>• Get involved</li> <li>• Use the mentoring program and homework club</li> </ul>	<ul style="list-style-type: none"> <li>• Fall behind</li> <li>• Shy away from activities</li> <li>• Ignore school emails and announcements</li> </ul>



Slide 5

**Enjoy your school year!**



Slide 6



## Unit 1: Presentation Basics

# Choosing a College

## Formatting Paragraphs

### Lesson Overview:

Assume the following scenario: Your English teacher has assigned each student in the class to give a PowerPoint presentation on the topic “Choosing a College.”

*In this lesson, you will be learning more about PowerPoint’s formatting features, including how to format lists as numbers and bullets, changing line spacing, and aligning text.*

### New Skills:

- Using Numbered and Bulleted Lists
- Increasing List Levels
- Changing Line Spacing
- Aligning Text

### Tools & Terms You’ll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.


**Align Left:**

Use this icon to align your content to the left.


**Align Center:**

Use this icon to horizontally center your content.


**Align Right:**

Use this icon to align your content to the right.


**Line Spacing:**

Use this icon to control how much space appears between lines of text.


**Numbered List:**

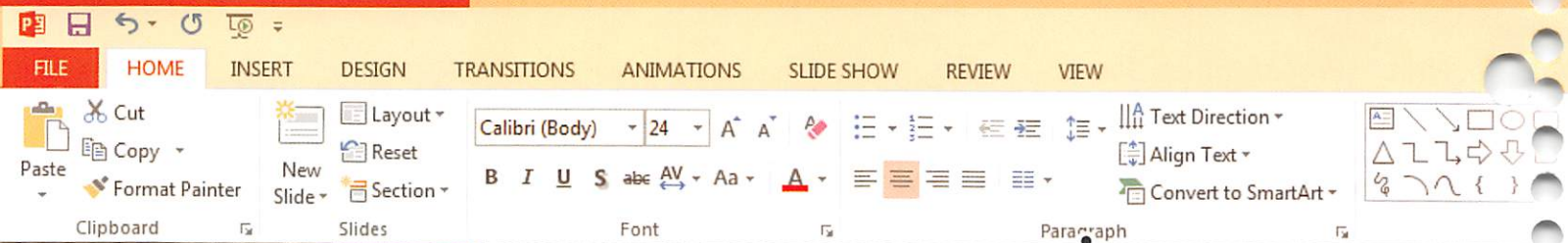
Use this icon to create a numbered list. The drop-down menu provides more formats to choose from.


**Bulleted List:**

Use this icon to create a bulleted list. The drop-down menu provides more options to choose from.


**Increase List Level:**

Use this icon to increase the indent of your text.



## Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as *1.4 Choosing a College* in your **My PowerPoint Projects** folder.
4. Insert 5 new slides, applying the slide layouts as indicated in **Figure 1**.

Using **Figure 1** as a guide, format each slide as indicated below.

### SLIDE 1:

5. Key the title and subtitle, and do the following:
  - a. Change the font of the title to Cambria, bold, and the font size to 72
  - b. Apply text shadow to the title
  - c. Change the font size of the subtitle to 48

### SLIDE 2:

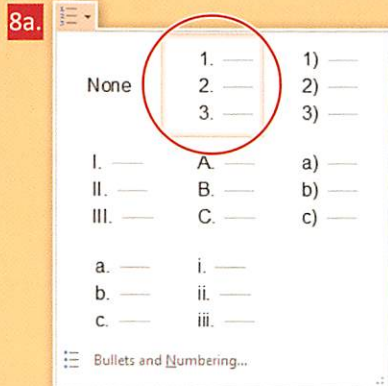
6. Key the title and text, and do the following:
  - ⊕ *Note: Key the list as bullets. Do not key the numbers shown, as you will be changing the bullets to a numbered list shortly.*
  - a. Change the font of the title to Cambria, bold, and the font size to 48
7. Change the font size of the bulleted list to 48.

8. From the **HOME** tab, **Paragraph** group, do the following:

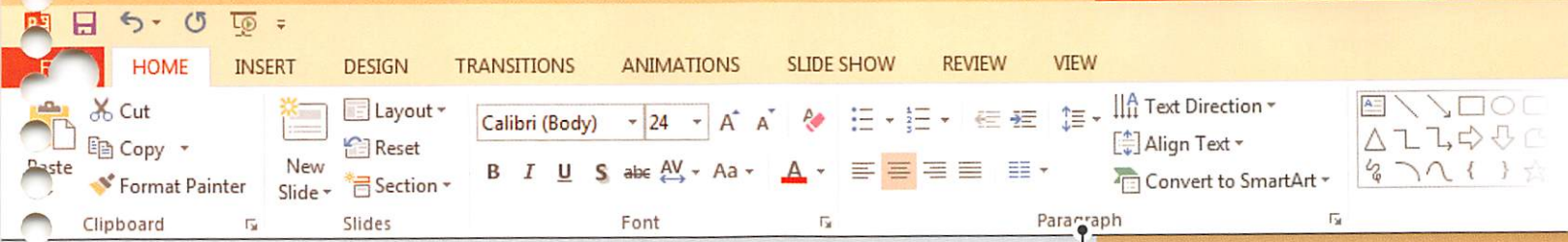
- a. Select the bulleted list and click on the **Numbering** drop-down menu and choose the **numbered list** style as shown in **Figure 1, Slide 2**

### SLIDE 3:

9. Key the title and text, and do the following:
  - a. Change the font of the title to Cambria, bold, and the font size to 72
  - b. Change the font size of the bulleted list to 44







**SLIDE 4:**

10. Key the title and text, and do the following:
  - a. Change the font of the title to Cambria, bold, and the font size to 72
  - b. Change the font size of the bulleted list to 44
11. Select the text in the third and fourth bullets, and do the following:
  - a. From the **HOME** tab, **Paragraph** group, click the **Increase List Level** icon one time to indent the text as shown in **Figure 1, Slide 4**



**SLIDE 5:**

12. Key the title and text, and do the following:
  - a. Change the font of the title to Cambria, bold, and the font size to 72
  - b. Change the font size of the bulleted list to 32
  - c. For the first column heading, apply underline, change the font color to green, and the font size to 40
  - d. For the second column heading, apply underline, change the font color to red, and the font size to 40

**SLIDE 6:**

13. Key the title and subtitle, and do the following:
  - a. Change the font of the title to Cambria and the font size to 50
  - b. Change the font size of the subtitle to 36
14. Select the title and from the **HOME** tab, **Paragraph** group, click the **Line Spacing** drop-down menu and choose the **1.5** line spacing option
15. Select the subtitle and from the **HOME** tab, **Paragraph** group, click the **Align Right** icon.
16. Proofread your presentation for accuracy and format, then resave the file.
17. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

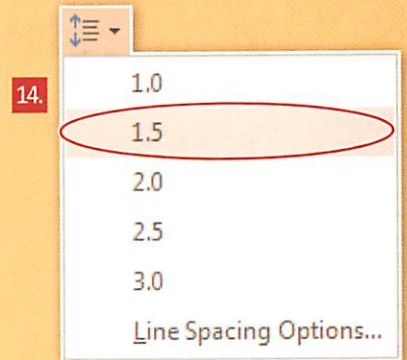




Figure 1

**Choosing a College**  
The Decision Making Process

Slide 1 | Layout: Title Slide

**3-Step Decision Making Process**

1. Identify Your Options
2. Gather Information
3. Make Your Decision

Slide 2 | Layout: Title and Content

**Identify Your Options**

- What size school is right for you?
- Does the school offer your major?
- Does the school align with your strengths and weaknesses?
- How is the school’s financial aid?

Slide 3 | Layout: Title and Content

**Gather Information**

- Visit school websites
- Read reviews:
  - collegeprowler.com
  - U.S. News and World Report*
- Schedule school visits
- Talk to college students you know

Slide 4 | Layout: Title and Content

**Make Your Decision**

<p><b>List the PROs</b></p> <ul style="list-style-type: none"> <li>• Mid-sized campus</li> <li>• Majors in my interest</li> <li>• Good location</li> <li>• Friendly atmosphere</li> <li>• Many clubs and organizations</li> </ul>	<p><b>List the CONS</b></p> <ul style="list-style-type: none"> <li>• Expensive</li> <li>• Limited financial aid</li> <li>• Small dorm rooms</li> <li>• Limited sports</li> <li>• Five hour drive from home</li> </ul>
---	---

Slide 5 | Layout: Comparison

“Learning is a treasure that will follow its owner everywhere.”  
- Chinese Proverb

Slide 6 | Layout: Title Slide



# Combination Locks

## Working with Text Boxes

### New Skills:

- Removing Bullets
- Changing Text Direction
- Aligning Text Within a Text Box
- Resizing a Text Box

### Lesson Overview:

One of the challenges new middle and high school students face is figuring out how to use a combination lock. Assume the following scenario: You have been asked by your principal to create a presentation that will act as a tutorial for students to understand how to use their combination locks.

*In this lesson, you will learn more about working with text within various slide layouts, including removing bullets from a list, changing text direction, and resizing text boxes.*

### Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.



Align Text ▾

**Align Text:**

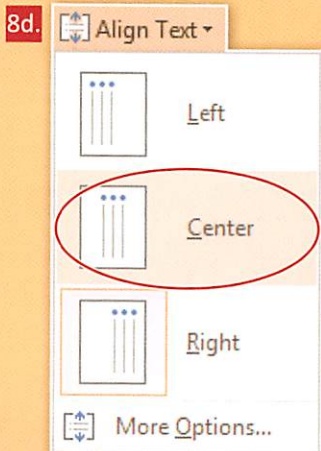
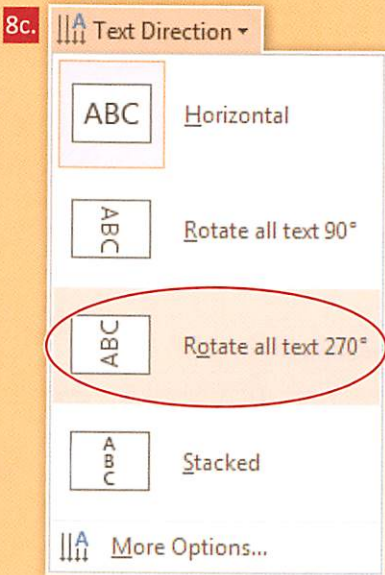
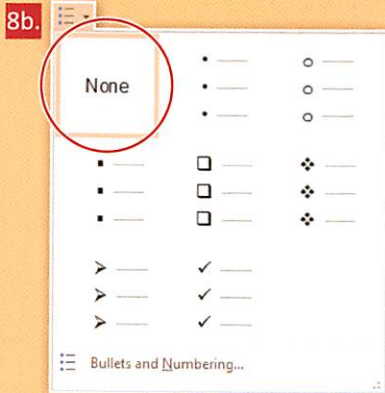
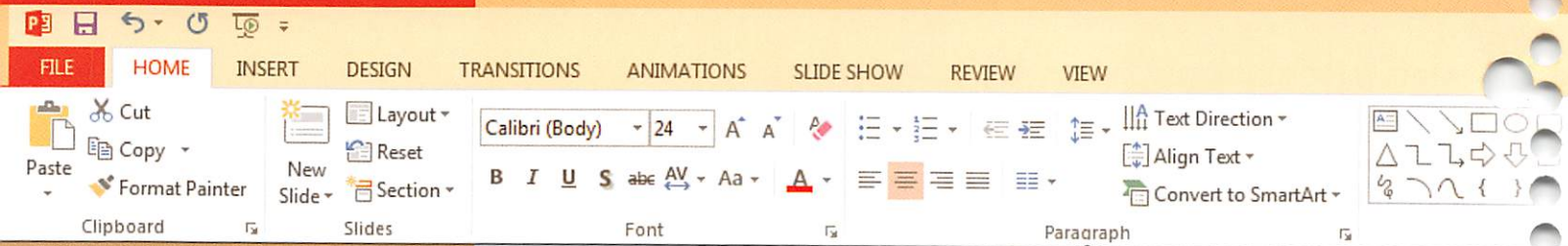
Use this icon to control how your text is vertically and horizontally aligned within a text box.



Text Direction ▾

**Text Direction:**

Use this drop-down menu to change the direction of text to vertical, stacked, or to rotate the text to a customized direction.



## Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as *1.5 Combination Locks* in your **My PowerPoint Projects** folder.
4. Insert 5 new slides, applying the slide layouts as indicated in **Figure 1**.

Using **Figure 1** as a guide, format each slide as indicated below. For this lesson, use the default font provided for each slide.

### SLIDE 1:

5. Key the title and subtitle, and do the following:
  - a. Change the font size of the title to 80 and the font color to blue
  - b. Change the font size of the subtitle to 54

### SLIDE 2:

6. Key the title and text, and do the following:
  - a. Change the font size of the title to 72 and the font color to blue
  - b. Change the font size of the bulleted list to 48

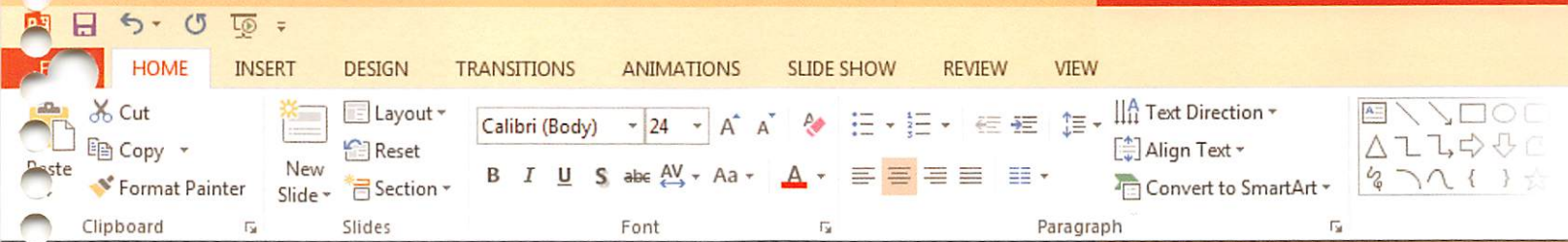
### SLIDE 3:

7. Key the title and text in the content placeholders as shown, and do the following:
  - a. Change the font size of the title to 72 and the font color to blue
  - b. Change the font size of the text in the left column to 72 and the font color to dark red
  - c. Change the font size of the text in the right column to 44

**8.** Select the text box in the left column and from the **HOME** tab, **Paragraph** group, do the following:

- a. Click the Align Right icon
- b.** Click the **Bullets** drop-down menu and choose **None**
- c.** Click the **Text Direction** drop-down menu and choose **Rotate all text 270**
- d.** Click the **Align Text** drop-down menu and choose **Center**





9. Select the text box in the left column. **Resize** this text box by clicking the right-middle resize handle and drag it so that the text is positioned as shown in **Figure 2, Slide 3**.
10. Select the text box in the right column. Drag the left-middle resize handle so that the text is positioned as shown in **Figure 2, Slide 3**.

#### SLIDES 4-5:

11. Repeat instructions 7 through 10 as you format each slide.

#### SLIDE 6:

12. Key the title and text, and do the following:
  - a. Change the font size of the title to 72 and the font color to blue
  - b. Change the font size of the bulleted list to 44
13. Proofread your presentation for accuracy and format, then resave the file.
14. Preview your presentation from the beginning. Your presentation should look similar to **Figure 2**.





Figure 1

Using Your  
Combination Lock  
It's as Simple as 1-2-3



Slide 1

Layout: Title Slide

Parts of Your Lock

- Combination
- Indicator
- Dial
- Shackle



Slide 2

Layout: Title and Content

First Number

•STEP 1

- Turn the dial three times to the right
- Stop when the number lines up with the marker



Slide 3

Layout: Two Content

Second Number

•STEP 2

- Turn the dial one full turn to the left, passing first number
- Stop when second number lines up with the marker



Slide 4

Layout: Two Content

Third Number

•STEP 3

- Turn dial to the right and stop when third number lines up with the marker
- Pull the shackle up to open the lock



Slide 5

Layout: Two Content

Locking Up

- Insert shackle back into the hole
- Turn dial three times in any direction



Slide 6

Layout: Title and Content



Figure 2

## Using Your Combination Lock

It's as Simple as 1-2-3



Slide 1

## Parts of Your Lock

- Combination
- Indicator
- Dial
- Shackle



Slide 2

## First Number

### STEP 1

- Turn the dial three times to the right
- Stop when the number lines up with the marker



Slide 3

## Second Number

### STEP 2

- Turn the dial one full turn to the left, passing first number
- Stop when second number lines up with the marker



Slide 4

## Third Number

### STEP 3

- Turn dial to the right and stop when third number lines up with the marker
- Pull the shackle up to open the lock



Slide 5

## Locking Up

- Insert shackle back into the hole
- Turn dial three times in any direction



Slide 6

# Combination Locks 2

## Editing Basics

### New Skills:

- Using Copy
- Using Paste
- Using Cut
- Using Find and Replace

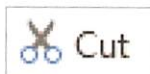
### Lesson Overview:

This lesson requires you to make changes to the combination lock presentation that you previously created. After reviewing the presentation, your principal has asked that you make a few updates. Some of the text has to be changed, particularly, the name of one of the lock parts.

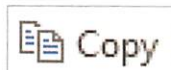
*In this lesson, you will be using PowerPoint's editing tools to copy and paste text, as well as use the Find and Replace feature to update some of the text on the slides.*

### Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.



**Cut:**  
Use this icon to remove the selected text and put it on the Clipboard so you can paste it somewhere else in the presentation.



**Copy:**  
Use this icon to copy the selected text to the Clipboard so you can paste it somewhere else in the presentation.



**Paste:**  
Use this icon to paste the cut or copied text to another place in the presentation. You can also select a Paste Option such as, Keep Source Formatting, Use Destination Theme, or Keep Text Only.

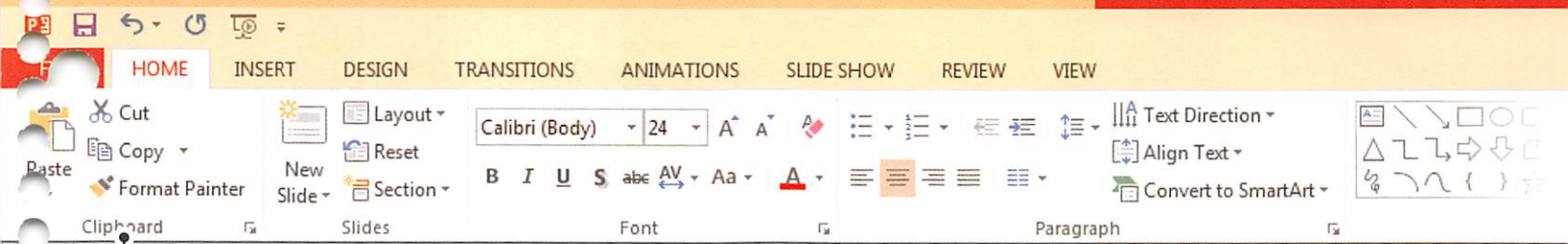


**Find:**  
Use this icon to find and replace text using advanced search options such as, Match case, and Find whole words only.



**Replace:**  
Use this icon to search for the text you would like to change and then replace it with something else. This is very helpful when making a change to text that appears several times throughout the presentation.





4.



## Instructions

1. Launch PowerPoint 2013.
2. Open your existing presentation, *1.5 Combination Locks* located in your **My PowerPoint Projects** folder.
3. Save the file as *1.6 Combination Locks 2* in your **My PowerPoint Projects** folder.



Using Figure 1 as a guide, make the following changes to the slides as indicated below.

### SLIDES 1 and 6:

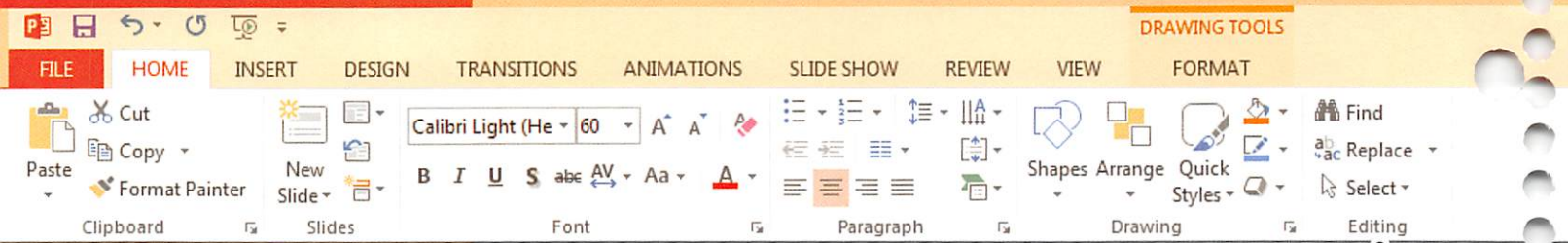
4. From the **HOME** tab, **Clipboard** group, do the following:

- a. Select the text [Simple] in Slide 1 and click the **Copy** icon 
- b. Go to **Slide 6** and position your cursor at the end of the text in the second bullet and hit the Enter key to add a third bullet to the list
- c. Click the **Paste** icon 
- d. Add an exclamation point [!] after the text [Simple]

### SLIDE 5:

5. From the **HOME** tab, **Clipboard** group, do the following:
    - a. Select the text [and] in the first bullet, then click the **Cut** icon 
    - b. Position your cursor in front of [stop] and hit the Enter key
    - c. Change the word [stop] to begin with an Uppercase [S]
-  *Note: You should now have 3 bullets on this slide.*



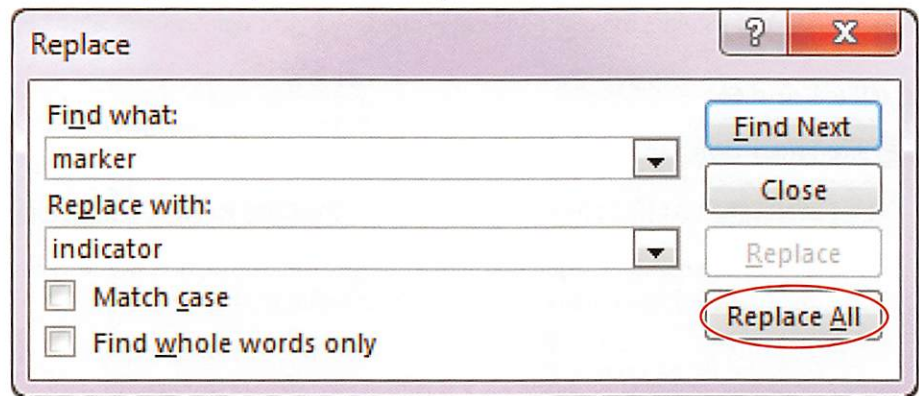


6.

6. From the **HOME** tab, **Editing** group, do the following:
- Use the **Replace** icon to find the word [marker] in the presentation and replace it with the word [indicator] (as shown below)



- Click **Replace All** (as shown below)



➔ *Note: If done successfully, there are 3 replacements.*

- Proofread your presentation for accuracy and format, then resave the file.
- Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.



Figure 1

## Using Your Combination Lock

It's as Simple as 1-2-3



Slide 1

## Parts of Your Lock

- Combination
- Indicator
- Dial
- Shackle



Slide 2

## First Number

### STEP 1

- Turn the dial three times to the right
- Stop when the number lines up with the indicator



Slide 3

## Second Number

### STEP 2

- Turn the dial one full turn to the left, passing first number
- Stop when second number lines up with the indicator



Slide 4

## Third Number

### STEP 3

- Turn dial to the right
- Stop when third number lines up with the indicator
- Pull the shackle up to open the lock



Slide 5

## Locking Up

- Insert shackle back into the hole
- Turn dial three times in any direction
- Simple!



Slide 6