

Unit 2

Customizing Presentations

2.1 Geometric Shapes

Using Basic Shapes

- Inserting Basic Shapes
- Resizing Shapes
- Inserting a Text Box
- Deleting a Slide

2.2 Geometric Shapes 2

Formatting Basic Shapes

- Changing Shape Fill
- Changing Shape Outline
- Using Shape Effects
- Using Quick Styles

2.3 Building a Snowman

Arranging Shapes & Objects

- Changing Shape Height
- Changing Shape Width
- Aligning Objects
- Arranging Objects
- Grouping Objects

2.4 Home Row Keys

Enhancing Shapes & Objects

- Adding Text to a Shape
- Rotating Objects



Unit 2 Assessments

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

Unit 2: Customizing Presentations

Geometric Shapes

Using Basic Shapes

New Skills:

- Inserting Basic Shapes
- Resizing Shapes
- Inserting a Text Box
- Deleting a Slide

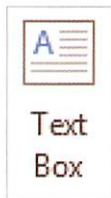
Lesson Overview:

Assume the following scenario: You are enrolled in a Geometry class and recently have been studying a unit about basic geometric shapes. For homework, your teacher has asked each student in the class to create a PowerPoint presentation that demonstrates their understanding of the shapes discussed during the unit.

In this lesson, you will learn how to insert and work with PowerPoint's basic Shapes.

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.



Insert a Text Box:

Use this icon to insert a text box anywhere on your slide.

➔ Note: You can use the [move arrows] to reposition a text box and the [resizing arrows] to resize a text box when necessary.



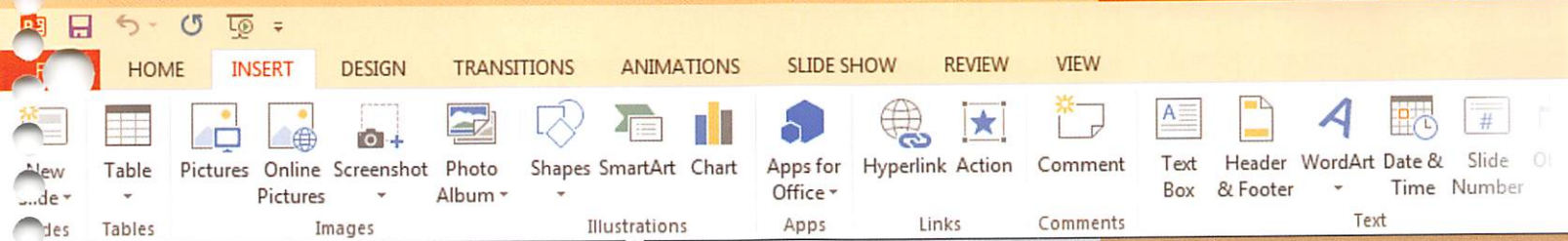
Insert Basic Shapes:

Use the drop-down menu to insert ready-made shapes such as circles, squares and arrows.



Change Slide Layout:

Use the drop-down menu to change the layout of your slide.



Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as *2.1 Geometric Shapes* 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. Use the default font provided with each slide.

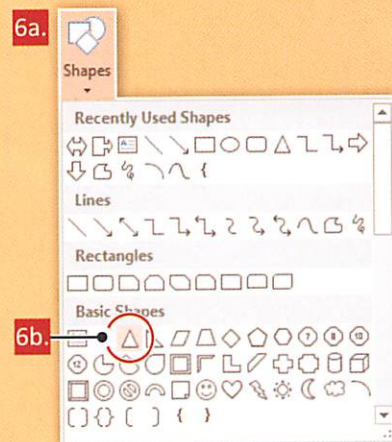
SLIDE 1:

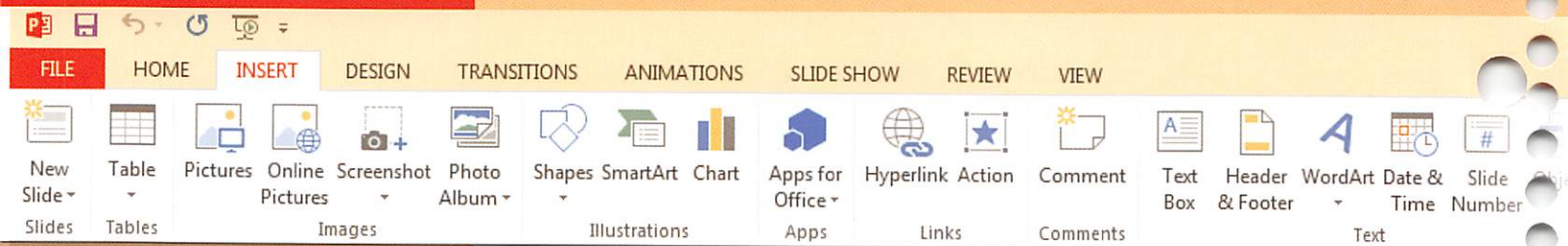
5. Key the title and subtitle, and do the following:
 - a. Change the font size of the title to 72, and the font color to red
 - b. Change the font size of the subtitle to 60
6. From the **INSERT** tab, **Illustrations** group, do the following:
 - a. Click the **Shapes** drop-down menu
 - b. Choose the **Isosceles Triangle** under **Basic Shapes**

Hint: Hover the cursor over the Shape icons and select the desired shape.
 - c. Click your mouse anywhere on the slide to insert the shape
 - d. Move and position the triangle as shown in **Figure 1, Slide 1**
7. By using the rectangle and oval shapes, follow the same instructions as above to insert a square and a circle, then position each shape as shown in **Figure 1, Slide 1**.

SLIDE 2:

8. Key the title as shown, and do the following:
 - a. Center align the title, change the font size to 72, and the font color to red
9. Insert a rectangle.
10. Using the resizing handle in the bottom right-hand corner of the shape, click and drag the handle so that your shape is similar in size and scale as shown in **Figure 1, Slide 2**. Position the rectangle as shown.






12.

11. Insert a square and resize it so that it is similar in size and scale as shown in **Figure 1, Slide 2**. Position the square as shown.

☞ *Hint: To make a square, hold the Shift key down as you click and drag the rectangle shape into the desired size and position.*

12. From the **INSERT** tab, **Text** group, do the following:

- Click the **Text Box** icon
- 
- Click and drag the insert cursor into the approximate position underneath the rectangle to insert a text box
 - Key the text [Rectangle]
 - Center align the text within the text box, and change the font size to 40
 - Resize the text box so that it fits neatly underneath the rectangle as shown in **Figure 1, Slide 2**

13. Insert a text box under the square and key the text [Square].

- Center align the text within the text box, and change the font size to 40
- Resize the text box so that it fits neatly underneath the square as shown in **Figure 1, Slide 2**

SLIDES 3-5:

14. Key each title, and do the following:

- Center align each title, change the font size to 72, and the font color to red

15. Following the instructions for Slide 2, insert the shapes and text boxes as shown. Use **Figure 1** as a guide for placing and labeling the shapes indicated for each slide.

SLIDE 6:

16. To delete Slide 6, select the Slide 6 thumbnail and hit the **Delete** key on your keyboard. Alternatively, you can select the Slide 6 thumbnail, right click and then choose **Delete Slide**.

17. Proofread your presentation for accuracy and format, then resave the file.

18. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

16.

6

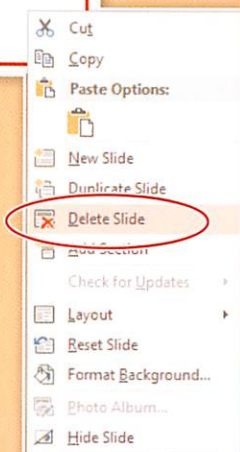



Figure 1


Geometric Shapes

Student Name



Slide 1 | Layout: Title Slide


Rectangles and Squares



Rectangle Square

Slide 2 | Layout: Title Only


Ovals (Ellipse) and Circles



Oval or Ellipse Circle

Slide 3 | Layout: Title Only

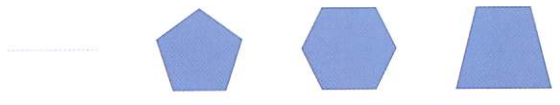
Triangles



Isosceles Triangle Right Triangle

Slide 4 | Layout: Title Only

Other Basic Shapes



Line Pentagon Hexagon Trapezoid

Slide 5 | Layout: Title Only

Blank slide

Slide 6 | Layout: Blank

Unit 2: Customizing Presentations

Geometric Shapes 2

Formatting Basic Shapes

Lesson Overview:

In the previous lesson, you worked with some of PowerPoint's basic Shapes to create a Geometric Shapes presentation. In this lesson, you will enhance that same presentation by exploring how to use PowerPoint's shape enhancement tools such as filling shapes with different colors, changing the outline of a shape, and applying special effects.

In this lesson, you will enhance an existing presentation with effects and styles.

New Skills:

- Changing Shape Fill
- Changing Shape Outline
- Using Shape Effects
- Using Quick Styles

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.

Shape Fill:

Use the drop-down menu to select options to fill a selected shape with a solid color, gradient, picture, or texture.



Shape Outline:

Use the drop-down menu to select the color, width, and line style for the outline of shapes.



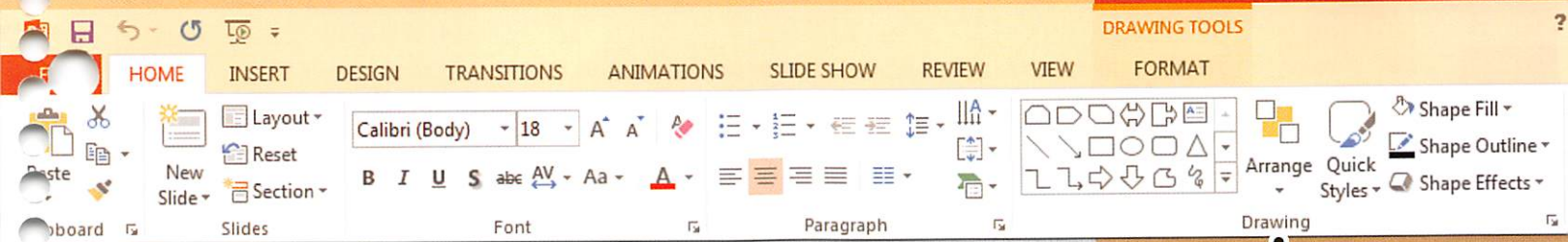
Shape Effects:

Use the drop-down menu to apply a visual effect to a selected shape, such as shadow, glow, reflection, or 3-D rotation.



Quick Styles:

Use the drop-down menu to quickly add a visual style to a selected shape or line. Hover over the Quick Styles in the gallery to preview your new look.



Instructions

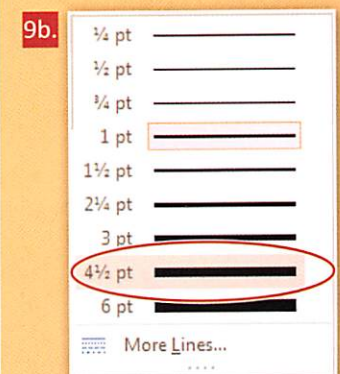
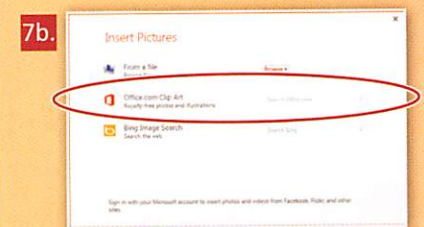
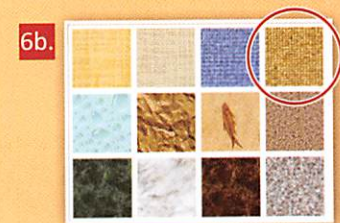
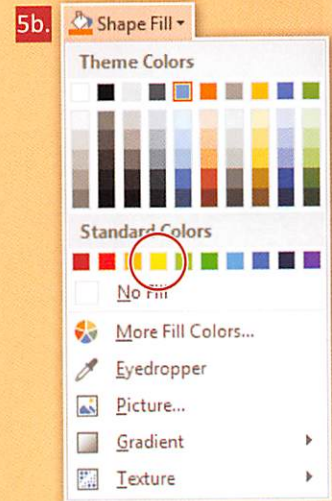
1. Launch PowerPoint 2013.
2. Open your existing presentation, *2.1 Geometric Shapes* located in the **My PowerPoint Projects** folder.
3. Save the file as *2.2 Geometric Shapes 2* in your **My PowerPoint Projects** folder.

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

SLIDE 1:

4. Select the isosceles triangle.
 5. From the **HOME** tab, **Drawing** group, do the following:
 - a. Click the **Shape Fill** drop-down menu
 - b. Change the fill color to **yellow**
6. Select the square.
 - a. Click the Shape Fill drop-down menu
 - b. Select **Texture**, and choose the **Woven mat** texture
7. Select the circle.
 - a. Click the Shape Fill drop-down menu and select **Picture**
 - b. Using the Office.com Clip Art search box, key the text [Puppy]
 - c. Select an image of a **puppy** and click **Insert**

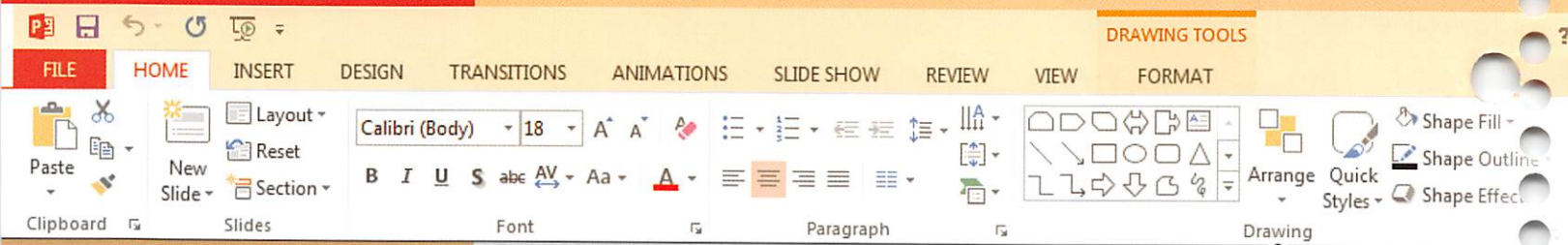
ⓘ Note: Images may vary.



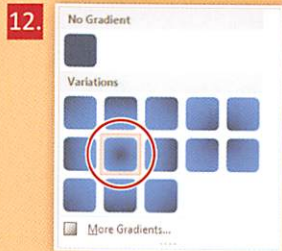
SLIDE 2:

8. Select the rectangle.
9. From the **HOME** tab, **Drawing** group, do the following:
 - a. Change the Shape Fill color to orange
 - b. Click the **Shape Outline** drop-down menu, change the color to **purple** and the **Outline Weight** to **4 1/2 pt**.
10. Apply the same formatting changes to the square that you made to the rectangle.



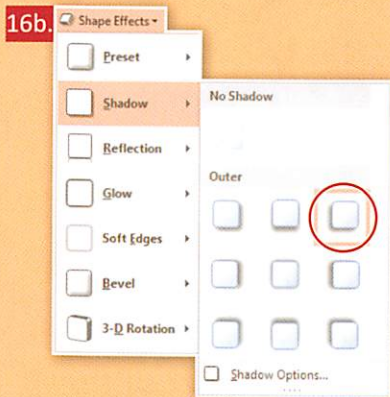


16.



SLIDE 3:

11. Select the oval and do the following:
12. Change the Shape Fill color to **Gradient**, then select **From Center** from the **Variations** option.
13. Change the Shape Outline color to red and the outline weight to 6 pt.
14. Apply the same formatting changes to the circle that you made to the oval.



SLIDE 4:

15. Select the isosceles triangle.
16. From the **HOME** tab, **Drawing** group, do the following:
 - a. Change the Shape Fill color to yellow
 - b. Click the **Shape Effects** drop-down menu, select **Shadow**, then choose the **Offset Diagonal Bottom Left** shadow option
17. Apply the same formatting changes to the right triangle that you made to the isosceles triangle.

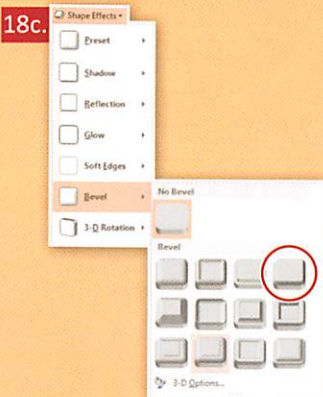


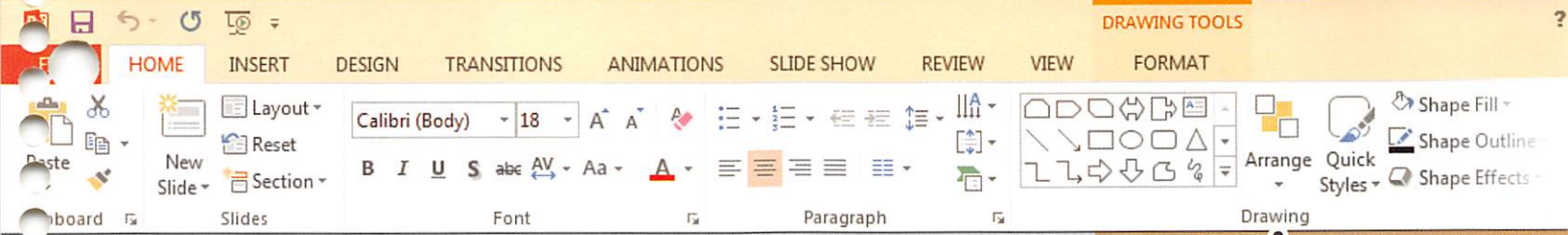
SLIDE 5:

18. From the **HOME** tab, **Drawing** group, do the following:
 - a. Select the line and change the Shape Outline color to red and outline weight to 6 pt.
 - b. Select the pentagon and click the **Quick Styles** drop-down menu, then choose **Colored Fill - Gold, Accent 4**

☞ *Hint: Hover over a selection until the description appears.*

 - c. Select the hexagon and click the **Shape Effects** drop-down menu, then choose **Bevel, Cool Slant**
 - d. Select the trapezoid and change the fill color to red and outline weight to 6 pt.
19. Using the Title Only layout, insert a new slide after Slide 5.





21.

SLIDE 6:

20. Key the title, and do the following:

- a. Center align the title, change the font size to 60, and the font color to red

21. From the **HOME** tab, **Drawing** group, do the following:

- a. Click the **Shapes** drop-down menu and insert a **Smiley Face** from the **Basic Shapes** option
- b. Select the Smiley Face and change the fill color to yellow, the outline color to black, and the outline weight to 3 pt.
- c. Resize and position the Smiley Face as shown in **Figure 1, Slide 6**

Hint: Use the Shift key when drawing the shape.

22. Proofread your presentation for accuracy and format, then resave the file.

23. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

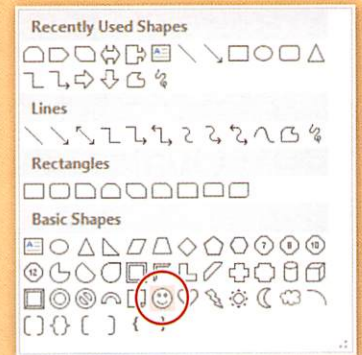
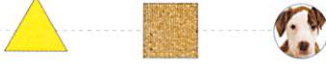


Figure 1


Geometric Shapes

Student Name



Slide 1

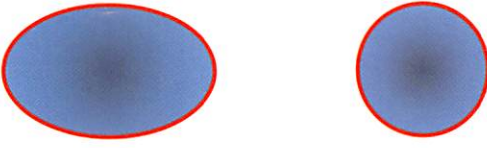
Rectangles and Squares



Rectangle Square

Slide 2


Ovals (Ellipse) and Circles



Oval or Ellipse Circle

Slide 3


Triangles



Isosceles Triangle Right Triangle

Slide 4

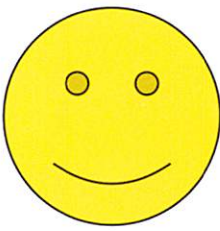
Other Basic Shapes



Line Pentagon Hexagon Trapezoid

Slide 5

Share a smile with the world!



Slide 6

Unit 2: Customizing Presentations

Building a Snowman

Arranging Shapes & Objects

Lesson Overview:

Although PowerPoint is primarily used as a tool for delivering presentations, it also contains many other powerful tools that allow users to express their creative side.

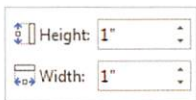
In this lesson, you will learn how to use PowerPoint's Objects and Shapes to build a snowman.

New Skills:

- Changing Shape Height
- Changing Shape Width
- Aligning Objects
- Arranging Objects
- Grouping Objects

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.



Shape Height and Width:

Use these input boxes to change the height and width of shapes or images.



Bring Forward:

Use the drop-down menu to bring an object forward or to the front of all other objects.



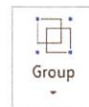
Send Backward:

Use the drop-down menu to send an object backward or to the back of all other objects.



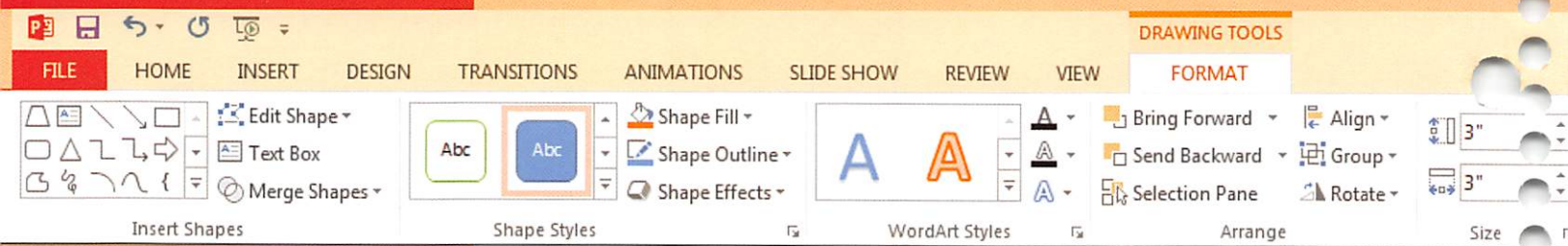
Align:

Use the drop-down menu to select the alignment and position options for selected objects.



Group:

Use the drop-down menu to either join objects together so that you can move or format them as if they were a single object, or to "ungroup" joined objects.



6.

Instructions

1. Launch PowerPoint 2013. From the PowerPoint Start screen, select Blank Presentation.
2. Save the file as *2.3 Snowman* in your **My PowerPoint Projects** folder.
3. Insert 1 new slide, applying the slide layout as indicated in **Figure 1**.

Using **Figure 1** as a guide, format each slide as indicated below. Use the default font provided with each slide.

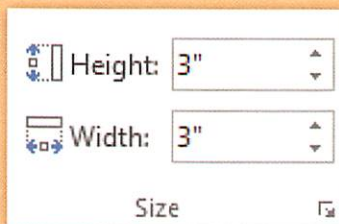
SLIDE 1:

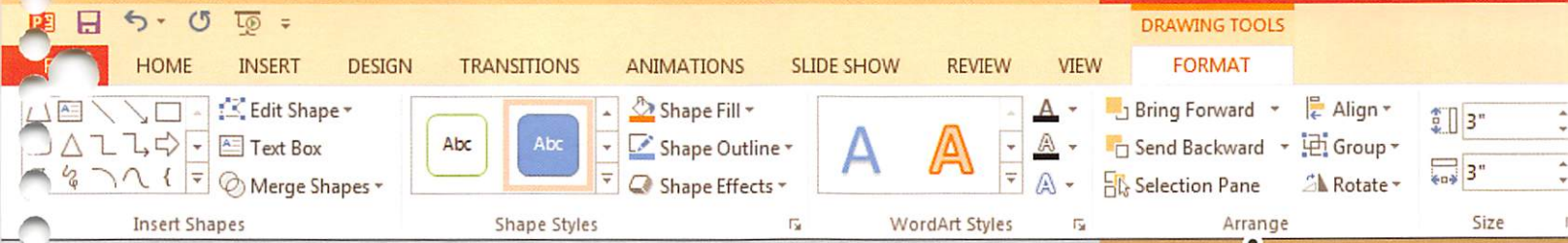
4. Key the title and subtitle, and do the following:
 - a. Change the font size of the title to 72 and the font size of the subtitle to 48

SLIDE 2:

5. Insert a circle, and do the following:
 - a. Change the Shape Fill to white
 - b. Change the Shape Outline color to black, and the outline weight to 1 pt.
Hint: Double-clicking the circle will display the DRAWING TOOLS, FORMAT tab.
6. Select the circle, and from the **DRAWING TOOLS, FORMAT** tab, **Size** group, do the following:
 - a. Change the **Shape Height** to **3"** and the **Shape Width** to **3"**
 - b. Copy and paste the circle two times and position them next to each other as shown in **Figure 1, Slide 2**.
7. Select the second circle and change the Shape Height to 2.5" and the Shape Width to 2.5".
8. Select the third circle and change its Shape Height to 2" and the Shape Width to 2".
9. While holding the Shift key, insert a straight horizontal line and do the following:
 - a. Change the Shape Outline color to black and the outline weight to 3 pt.
 - b. Change the Shape Width of the line to 2"
 - c. Copy and paste this line and position it as shown in **Figure 1, Slide 2**
 - d. Position the two lines as shown in **Figure 1, Slide 2**

6a.





10. Insert a right triangle, and do the following:
 - a. Change the Shape Fill to Orange, Accent 2
 - b. Change the Shape Outline to No Outline
 - c. Change the Shape Height to .25" and the Shape Width to 1"
 - d. Position the right triangle as shown in **Figure 1, Slide 2**
11. Insert a circle (using the oval shape), and do the following:
 - a. Change the Shape Fill to black and the Shape Outline color to black
 - b. Change the Shape Height and the Shape Width of the circle to .25"
 - c. Copy and paste the circle and position it as shown in **Figure 1, Slide 2**
12. From the Shapes drop-down menu, select the Scribble tool under the Lines option, and draw a "smile" shape as shown in **Figure 1, Slide 2**.
13. Select the "smile" shape, and do the following:
 - a. Change the Shape Outline color to black
 - b. Change the Shape Height to .25" and the Shape Width to 1.25"
 - c. Position it as shown in **Figure 1, Slide 2**

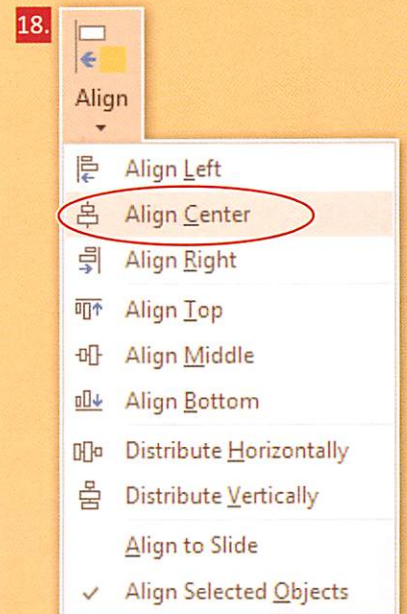
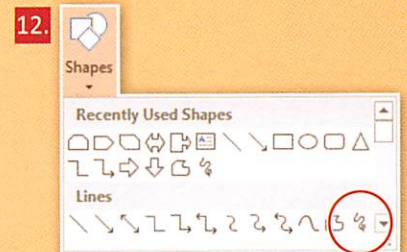
Now it is time to assemble the snowman. Use **Figure 2** as a guide as you follow the instructions below.

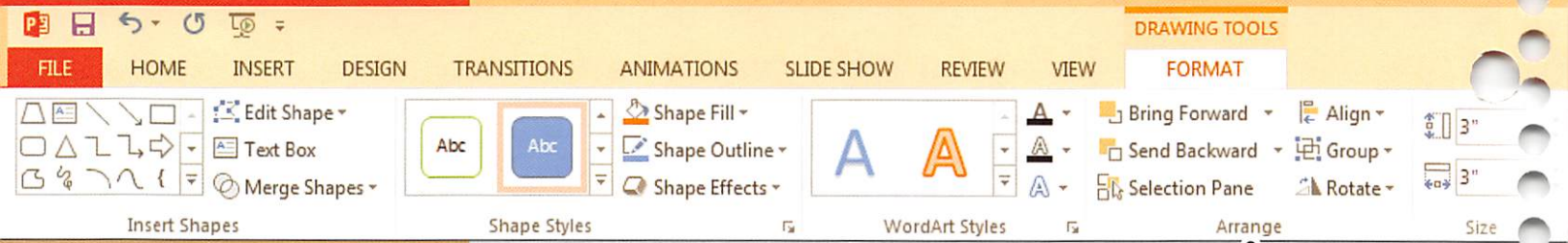
14. Click the largest circle, and move it to the bottom center of the slide.

Note: When moving an object, you will notice that Smart Guides appear to assist you when aligning objects on a slide.
15. Move the second circle and place it as shown.
16. Move the third circle on top of the second circle as shown.

Note: You should start to see the body of the snowman taking shape.
17. Select all three circles. To do so, hold the Shift key down as you select each circle.
18. From the **DRAWING TOOLS, FORMAT** tab, **Arrange** group, click the **Align** drop-down menu and choose **Align Center**.

18.





20d.

19. Position the eyes, nose, mouth, and arms of the snowman as shown in **Figure 1, Slide 2**.
20. Insert a rectangle across the bottom of the slide as shown, and do the following:
 - a. Change the Shape Height of the rectangle to 1"
 - b.** Change the Shape Fill to Gradient, using **Linear Up** from the **Light Variations** option
 - c. Change the Shape Outline to No Outline
 - d.** Select the rectangle. From the **DRAWING TOOLS, FORMAT** tab, **Arrange** group, click the **Send Backward** drop-down menu and choose **Send to Back**
21. Select all of the elements on the slide **EXCEPT** the rectangle at the bottom.
- 22.** From the **DRAWING TOOLS, FORMAT** tab, **Arrange** group, click the **Group** drop-down menu and choose **Group**.

➔ *Note: All of the elements in the snowman are now one object.*

23. Proofread your presentation for accuracy and format, then resave the file.
24. Preview your presentation from the beginning. Your presentation should look similar to **Figure 2**.

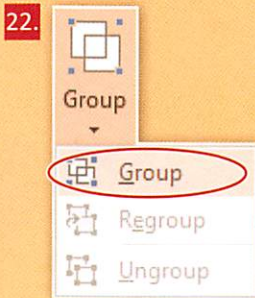
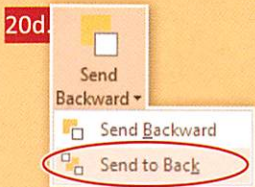
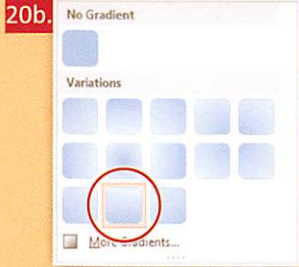
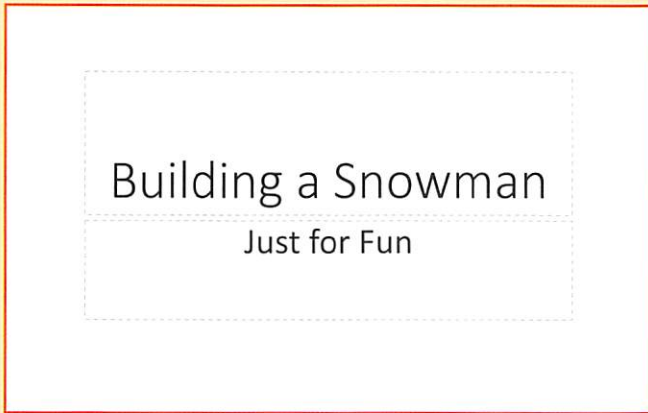
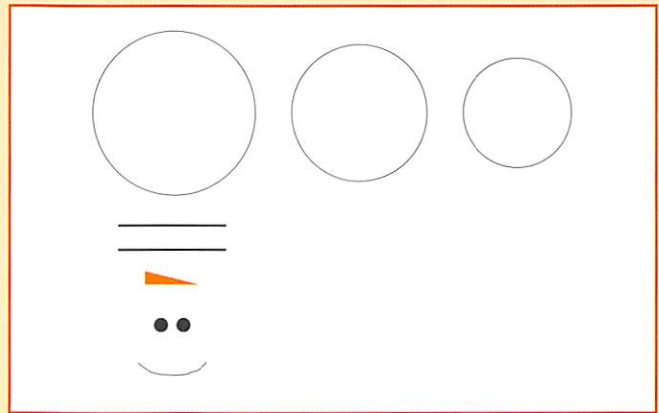


Figure 1



Slide 1

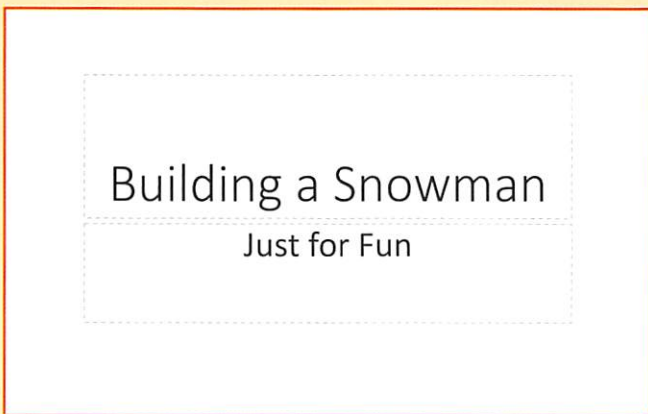
Layout: Title Slide



Slide 2

Layout: Blank

Figure 2



Slide 1



Slide 2

Unit 2: Customizing Presentations

Home Row Keys

Enhancing Shapes & Objects

New Skills:

- Adding Text to a Shape
- Rotating Objects

Lesson Overview:

The ability to keyboard (or type) quickly and efficiently is a skill that will help you in both your personal life and career. Like riding a bike, typing is a skill that once mastered, stays with you for life. For this lesson, assume that you were asked by your computer teacher to create a short presentation that can be used to show students how to properly position their fingers on the home row keys of the keyboard.

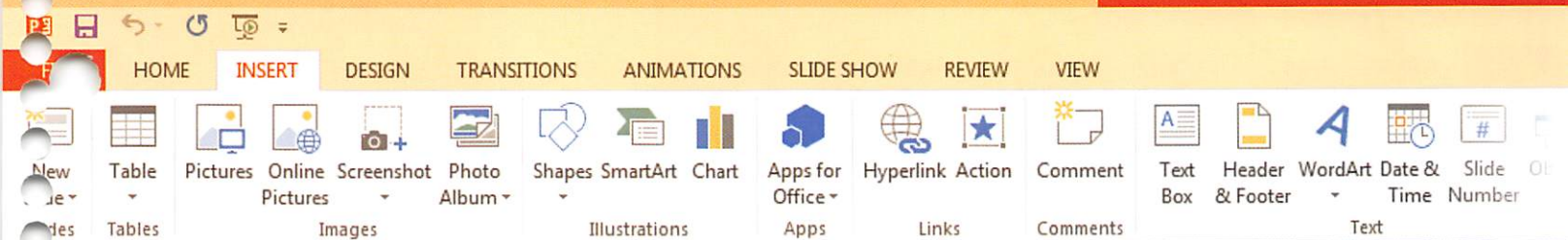
In the previous lesson, you learned how to use PowerPoint's Objects and Shapes to build a snowman. In this lesson, you will expand on using Objects and Shapes to construct a realistic image of the home row keys of a standard QWERTY keyboard.

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.

**Rotate:**

Use the drop-down menu to rotate or flip your image appropriately.



Instructions

1. Launch PowerPoint 2013. From the PowerPoint Start screen, select Blank Presentation.
2. Save the file as *2.4 Home Row Keys* in your **My PowerPoint Projects** folder.
3. Insert 1 additional slide, applying the slide layout as indicated in **Figure 1**.

Using **Figure 1** as a guide, format each slide as indicated below. Use the default font provided with each slide.

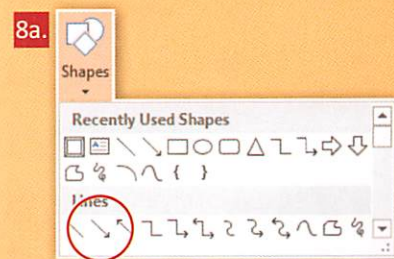
SLIDE 1:

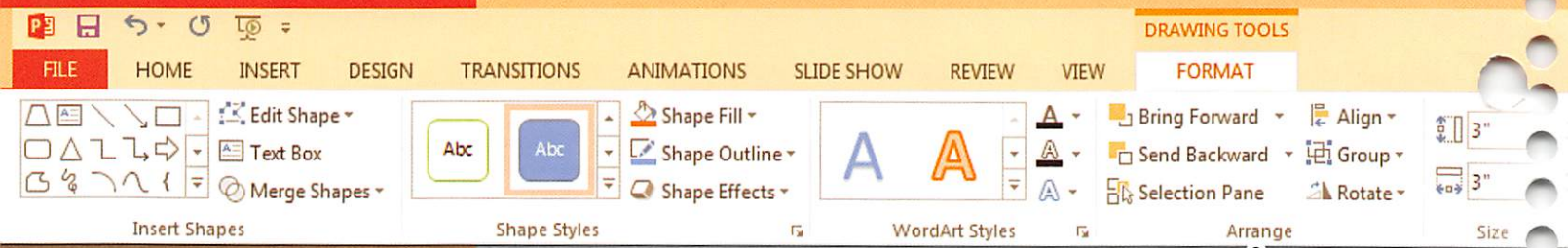
4. Key the title and subtitle, and do the following:
 - a. Change the font size of the title to 80 and the font color to blue
 - b. Resize the text box as shown in **Figure 1, Slide 1**
 - c. Change the font size of the subtitle to 32

SLIDE 2:

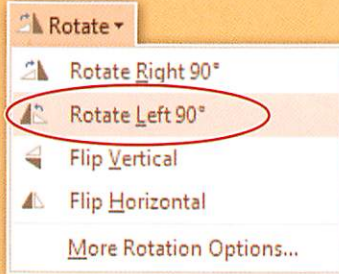
5. Key the title, and do the following:
 - a. Center align the title and change the font size to 44 and the font color to blue
6. Insert a Bevel shape from the Basic Shapes option, and do the following:
 - a. Change the Shape Fill to the Gray-50%, Accent 3, Lighter 80% option
 - b. Change the Shape Outline to No Outline
 - c. Change the Shape Height to 1.25" and the Shape Width to 1.25"
 - d. With the Bevel Shape still selected, key the letter [A]. Select the letter [A] and change the font color to black and the font size to 54

➔ *Note: This shape and text should look similar to the "Letter A Key" from a keyboard.*
7. Position the "Letter A Key" graphic in the approximate position as shown in **Figure 1, Slide 2**.
8. Insert a horizontal arrow shape as follows:
 - a. From the **Shapes** drop-down menu, choose the **Arrow** from the **Lines** option
 - b. Holding the Shift key, click and drag an arrow line from left to right
 - c. Change the Shape Outline color to black and the outline weight to 3 pt.





8e.



6e.

- d. Change the Shape Width to 0.75"
 - e. From the **DRAWING TOOLS, FORMAT** tab, **Arrange** group, click on the **Rotate** drop-down menu and choose **Rotate Left 90°**
 - f. Position the arrow below the bevel shape as shown in **Figure 1, Slide 2**.
9. Insert a text box and key the text [Pinky], and do the following:
 - a. Center align the text and change the font size to 24
 - b. Change the Shape Height of the text box to 0.4" and the Shape Width to 1.25"
 - c. Position the text box below the arrow as shown in **Figure 1, Slide 2**
 10. Using the Shift key, select the bevel shape, arrow, and text box, and do the following:
 - a. From the **DRAWING TOOLS, FORMAT** tab, **Arrange** group, click on the **Align** drop-down menu and choose **Align Center**
 - b. Click on the Group drop-down menu and choose Group
 11. Copy the selected grouped object and paste it 7 times. Position each object as shown in **Figure 1, Slide 2**.

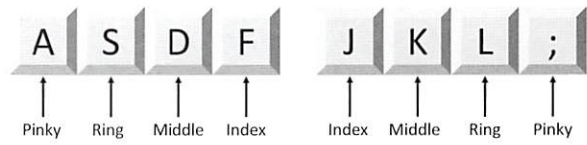
Note: Be sure that when positioning the objects that there is no space between each "Letter A Key" shape and that the top of the objects are aligned. You will change the text inside the bevel shape and text boxes in the next step.
 12. Click in each bevel shape and text box to change the text as shown in **Figure 1, Slide 2**.
 13. Insert a text box and key the text [LEFT HAND], and do the following:
 - a. Center align, change the font size to 36 and the font color to red
 - b. Change the Shape Height of the text box to 0.75" and the Shape Width to 5"
 - c. Position this text box as shown in **Figure 1, Slide 2**
 14. Copy and Paste the [LEFT HAND] text box, and do the following:
 - a. Edit the text in the duplicated text box to read [RIGHT HAND]
 - b. Position this text box as shown in **Figure 1, Slide 2**
 15. Proofread your presentation for accuracy and format, then resave the file.
 16. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

Figure 1

THE HOME ROW KEYS

When typing, always keep your fingers positioned on the home row keys, which are **A, S, D, F**, (left hand) and **J, K, L, ;** (right hand). The diagram on the next slide illustrates where and how each finger should be placed on the home row keys.

Finger Placement for the Home Row Keys



LEFT HAND

RIGHT HAND



Slide 1

Layout: Title Slide



Slide 2

Layout: Title Only

Unit 3

Enhancing Slide Elements

3.1 Extreme Sports

Working with Images

- Inserting Online Pictures
- Cropping a Picture
- Aligning Pictures

3.2 Extreme Sports 2

Enhancing Images

- Using Picture Styles
- Applying Picture Borders
- Applying Picture Effects

3.3 The Meaning of Colors

Formatting Tables

- Using Headers and Footers
- Changing Slide Layout
- Using WordArt
- Inserting a Table
- Formatting a Table

3.4 Traveling Abroad

Changing Picture Effects

- Using Artistic Effects
- Using SmartArt
- Inserting a Hyperlink



Unit 3 Assessments

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