

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.

Unit 3: Enhancing Slide Elements

Extreme Sports

Working with Images

New Skills:

- Inserting Online Pictures
- Cropping a Picture
- Aligning Pictures

Lesson Overview:

When it comes to sports, the word “extreme” takes athletics to a whole new level. From bungee jumping to lava surfing, participants who take part in extreme sports live for the adrenaline rush.

PowerPoint contains a variety of powerful tools that allow users to illustrate slide content with images. In this lesson, you are introduced to using PowerPoint’s Online Picture feature.

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.



Online Pictures:

Use this icon to find and insert images from online sources.



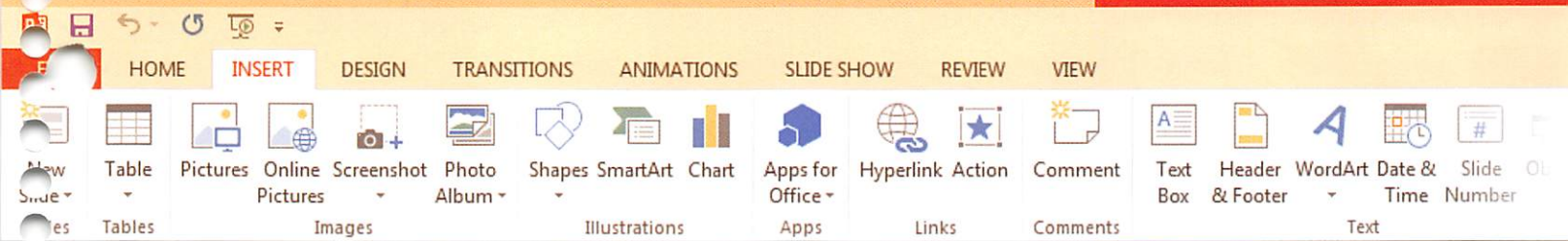
Crop:

Use this icon to crop your image to remove any unwanted areas.

Align:

Use the drop-down menu to change the placement of one or more images by aligning them in relation to the slide page margins or to each other.





7.

Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as *3.1 Extreme Sports* 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. Unless otherwise noted, use the default font and size provided with each slide.

SLIDE 1:

5. Key the title and subtitle, and do the following:
 - a. Bold the title and subtitle
 - b. Change the font size of the title to 60
 - c. Change the font size of the subtitle to 40

SLIDE 2:

6. Key the title and text, and do the following:
 - a. Center align the title
 - b. Remove the bullet and center align the content text box
 - c. Resize and position the content text box as shown in **Figure 1, Slide 2**

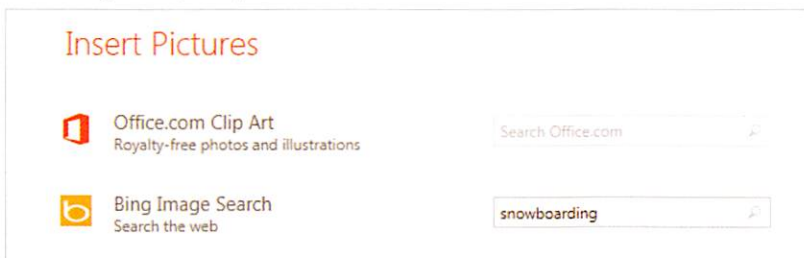
7. From the **INSERT** tab, **Images** group, do the following:

- a. Click on the **Online Pictures** icon

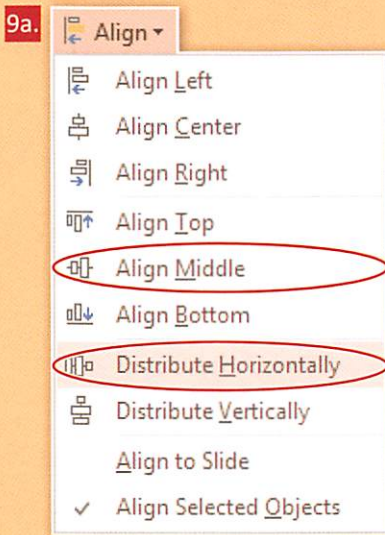
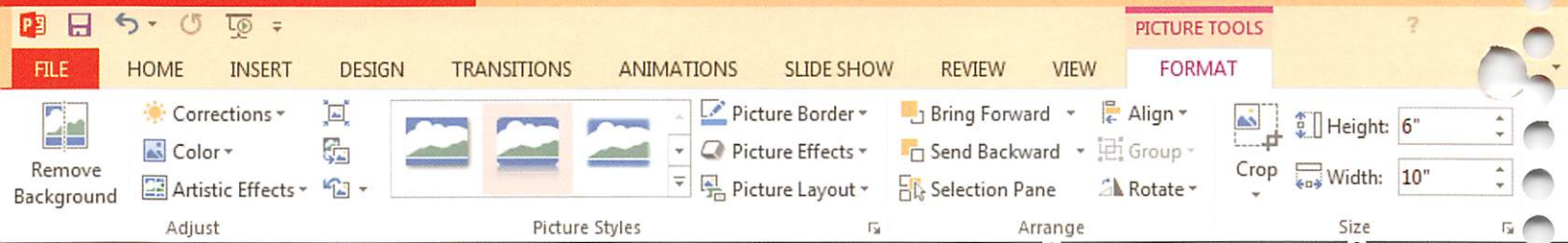


- b. Using either of the online search options (you may need to check with your instructor), search and insert three different Online Pictures of **snowboarding**, **surfing**, and **BMX racing** (as shown below)

ⓘ *Note: Images may vary.*



- c. Position the images next to each other in the center of the slide as shown in **Figure 1, Slide 2**



8. To make the images consistent in size, format each image as follows:

a. Select the first image

b. From the **PICTURE TOOLS, FORMAT** ribbon, **Size** group, click the **Crop** icon



c. Click and drag the **Cropping Handles** so that the image is resized to the approximate size as shown in **Figure 1, Slide 2**

d. Crop the remaining two images (if necessary) so that all three images are approximately the same size

9. While holding the Shift key, click on all three images and from the **PICTURE TOOLS, FORMAT** tab, **Arrange** group, do the following:

a. Click the **Align** drop-down menu and choose **Align Middle**, then click the **Align** drop-down menu again and choose **Distribute Horizontally**

SLIDES 3-6:

10. Key the title and text, and do the following:

a. Bold the title, change the font size to 48 and the font color to red

11. To insert an image on each slide, do the following:

a. In the right-hand content placeholder, click the **Online Pictures** icon

b. Insert an image that best illustrates the sport for each slide

c. Resize (and crop if necessary) each image so that they are approximately the same size and proportion

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


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

Figure 1

Extreme Adrenaline Rush
Extreme Sports at a Whole New Level

Slide 1 | Layout: Title Slide

We often think of Snowboarding, Surfing, or BMX Racing as Extreme Sports:


But these next sports take the extreme to a whole new level...

Slide 2 | Layout: Title and Content

Free Solo

- Rock climbing with no safety ropes
- Entire weight supported with just fingertips and toes
- No mistakes, or else!



Slide 3 | Layout: Two Content

Base Jumping

- Jump from a cliff, bridge, tall building, antenna or similar structure
- Parachute used for safe landing
- Bad outcome if parachute fails!



Slide 4 | Layout: Two Content

Lava Surfing


- Definitely a HOT sport
- Slide down active volcano on a reinforced plywood board
- Riders wear heat resistant material
- Don't fall or touch!



Slide 5 | Layout: Two Content

Highlining

- High wire NOT stabilized and tight
- No balancing pole
- No safety net
- Long way down!



Slide 6 | Layout: Two Content

Unit 3: Enhancing Slide Elements

Extreme Sports 2

Enhancing Images

New Skills:

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

Lesson Overview:

In this lesson, you will recall the previously created slide show on Extreme Sports. The images that you selected for your presentation will be enhanced by using PowerPoint's *Picture Styles*, *Picture Borders* and *Picture Effects*.

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.

Picture Styles:

Use the drop-down menu to preview and select pre-defined styles that make it easy to change the look of the images being used in your presentation.



Picture Border:

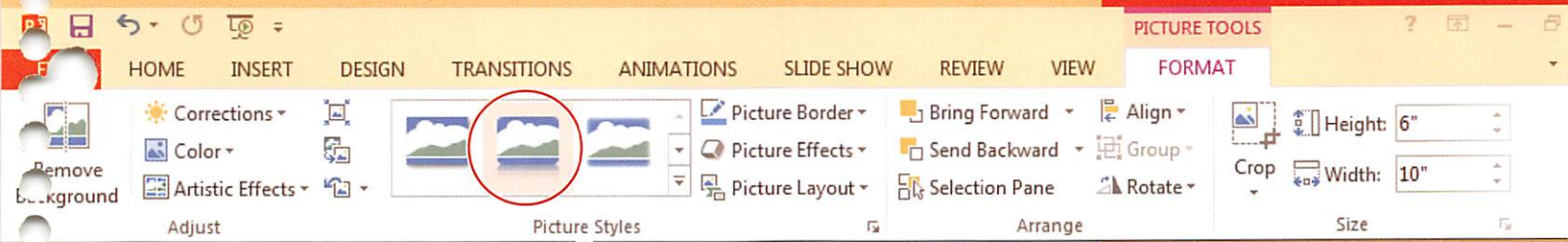
Use the drop-down menu to select the color, width, and line style for your image.



Picture Effects:

Use the drop-down menu to apply visual effects to images, such as shadows, glows, reflections, or 3-D styling.





Instructions

1. Launch PowerPoint 2013.
2. Open your existing presentation, *3.1 Extreme Sports* located in the **My PowerPoint Projects** folder.
3. Save the file as *3.2 Extreme Sports 2* in your **My PowerPoint Projects** folder.

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

SLIDE 1:

4. Insert an image of an extreme sport that best complements the content of this slide.
5. Resize the image so that it takes up a majority of the slide as shown in **Figure 1, Slide 1**.
6. So that the slide is readable and projects a professional image, adjust the placement and color of the text accordingly.

SLIDE 2:

7. Group the images.
8. Select the grouped images.
9. From the **PICTURE TOOLS, FORMAT** tab, **Picture Styles** group, do the following:
 - a. Select the **Reflected Rounded Rectangle** option
 - b. From the **Picture Border** drop-down menu, choose **red** and change the border weight to **1 pt**.

SLIDES 3-6:

10. Select each image and do the following:
 - a. From the **PICTURE TOOLS, FORMAT** tab, **Picture Styles** group, click the **Picture Effects** drop-down menu and select the **25 Point** option from the **Soft Edges** effect
11. Proofread your presentation for accuracy and format, then resave the file.
12. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

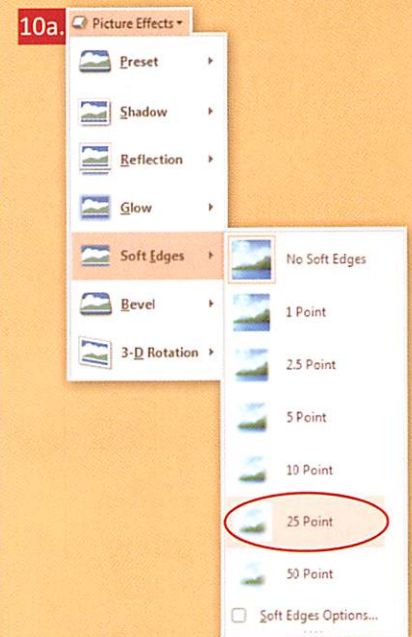
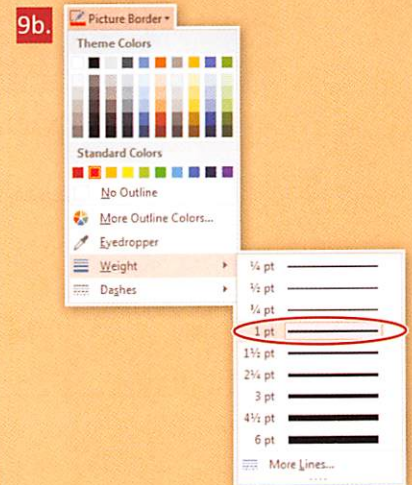
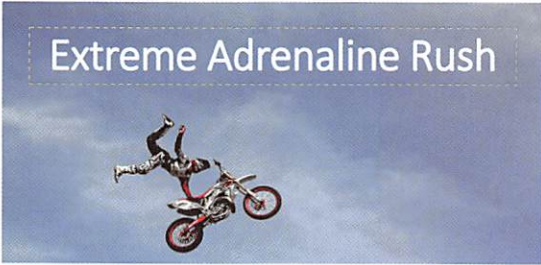


Figure 1


Extreme Adrenaline Rush



Extreme Sports at a Whole New Level

Slide 1

We often think of Snowboarding, Surfing, or BMX Racing as Extreme Sports:

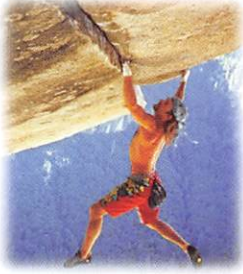


But these next sports take the extreme to a whole new level...

Slide 2

Free Solo


- Rock climbing with no safety ropes
- Entire weight supported with just fingertips and toes
- No mistakes, or else!



Slide 3

Base Jumping

- Jump from a cliff, bridge, tall building, antenna or similar structure
- Parachute used for safe landing
- Bad outcome if parachute fails!



Slide 4

Lava Surfing


- Definitely a HOT sport
- Slide down active volcano on a reinforced plywood board
- Riders wear heat resistant material
- Don't fall or touch!



Slide 5

Highlining

- High wire NOT stabilized and tight
- No balancing pole
- No safety net
- Long way down!



Slide 6

Unit 3: Enhancing Slide Elements

The Meaning of Colors

Formatting Tables

Lesson Overview:

When you wake up in the morning and decide what to wear, not only do you make sure that your clothes match, you usually pick something that reflects how you feel that day. The colors you choose are important because they can define your mood and emotions. This theory goes way beyond your outfit for the day and can be applied to most anything that involves color. Color is symbolism, and it affects us psychologically. Colors can stimulate or suppress our appetite and they can make us happy, excited, angry, or sad.

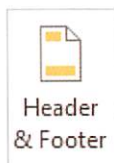
In this lesson, you will use PowerPoint to create a presentation that will help visualize the meaning of colors. Along with Shapes and Objects, you will learn how to use Headers & Footers, Tables, and WordArt.

New Skills:

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

Tools & Terms You'll Use:

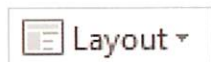
Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.



Header
& Footer

Header & Footer:

Use this icon to add content to the top and bottom of particular slides or to the whole presentation, such as name, date and time or slide number.



Layout:

Use the drop-down menu to change from one slide layout to another.



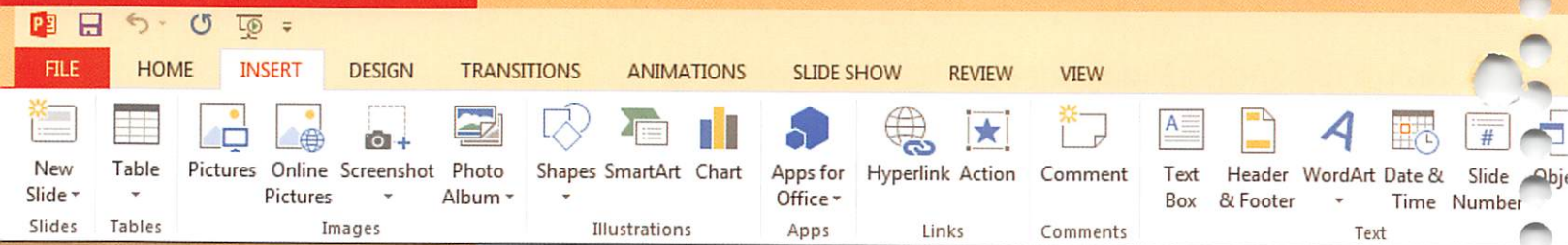
WordArt:

Use this drop-down menu to add graphically styled text to a slide.



Table:

Use the drop-down menu to add a table to a slide by specifying the number of rows and columns a table will have.



Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as 3.3 *The Meaning of Colors* in your **My PowerPoint Projects** folder.
4. Insert 2 new slides, applying the slide layouts as indicated in **Figure 1**.

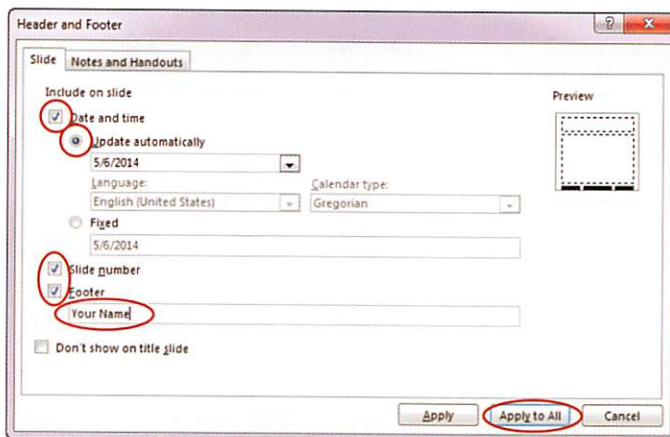
Using **Figure 1** as a guide, format each slide as indicated below. Use the default font and size provided with each slide.

SLIDE 1:

5. From the **INSERT** tab, **Text** group, click the **Header & Footer** icon.

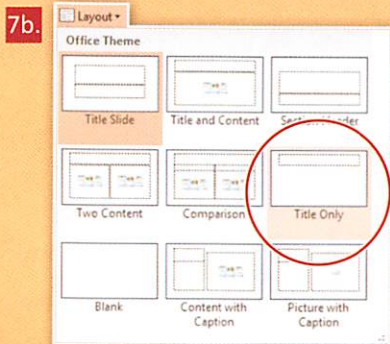


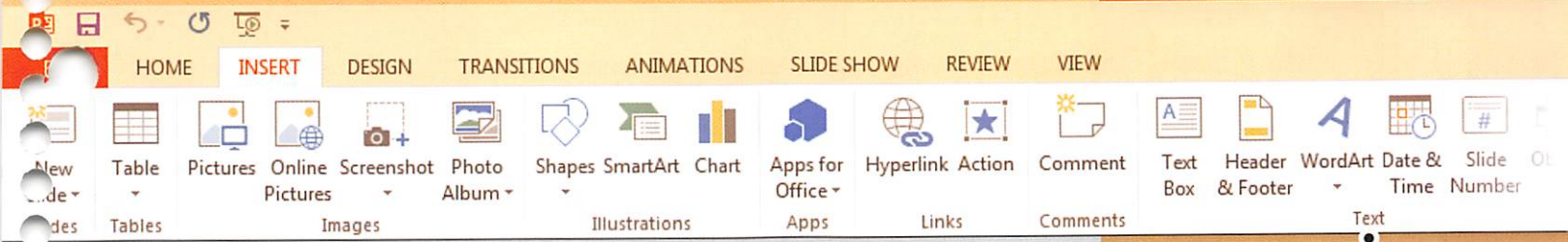
6. In the **Header and Footer Dialog Box**, do the following:
 - a. Click the **Date and time** box (as shown below)
 - b. Click the **Update automatically** option (as shown below)
 - c. Click the **Slide number** box (as shown below)
 - d. Click the **Footer** box then key [Your Name] in the input box provided. Click **Apply to All** (as shown below)



⚙️ *Note: Notice how the date, your name, and slide number appear in the footer of the slide.*

7. Change the slide layout to Title Only as follows:
 - a. Click on the Slide 1 thumbnail
 - b. From the **HOME** tab, **Slides** group, click the **Slide Layout** drop-down menu and choose the **Title Only** layout option





8. Key the title [The Meaning of], center align and change the font size to 48.

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

- a. Click the **WordArt** drop-down menu and choose the **Gradient Fill – Blue, Accent 1, Reflection** option
- b. Inside the WordArt text box, key the text [COLORS]
- c. Change the font size of the text within the WordArt text box to 166
- d. Change the colors of each letter in the WordArt text box as follows:
 - i. C to Red
 - ii. O to Green
 - iii. L to Black
 - iv. O to Blue
 - v. R to Orange
 - vi. S to Purple

10. Insert a circle (using the oval shape) and change the Shape Height to 1” and the Shape Width to 1”.

11. Change the Shape Fill of the circle to red and the Shape Outline to No Outline.

12. From the **DRAWING TOOLS, FORMAT** tab, **Shape Styles** group, select the **Shape Effects** drop-down menu and choose **Tight Reflection, touching** from the **Reflection Variations** option.

13. Copy and paste the circle five times.

14. Position each circle as shown in **Figure 1, Slide 1**.

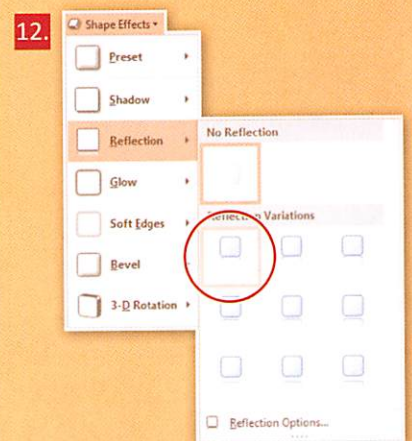
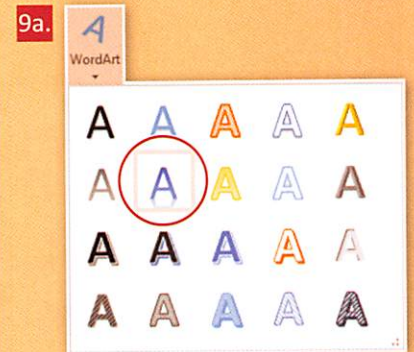
15. Change the Shape Fill of each circle to the corresponding colors as shown in **Figure 1, Slide 1**.

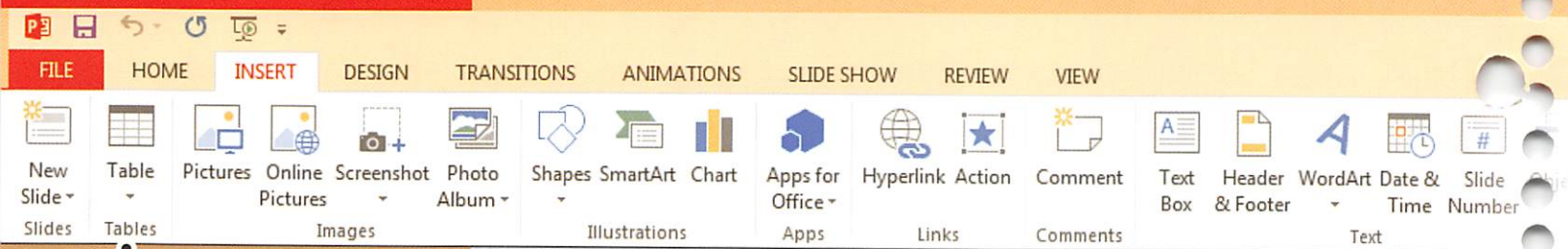
SLIDE 2:

16. Key the title, and do the following:

- a. Center align the title and change the font size to 44
- b. Select the text box and drag the center-bottom resize handle down and position it as shown in **Figure 1, Slide 2**

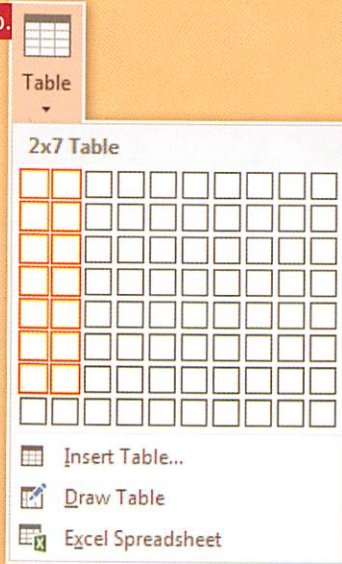
17. Return to Slide 1. Select and copy each circle on the slide.





21a.

21b.



24b. COLOR SYMBOLIZES



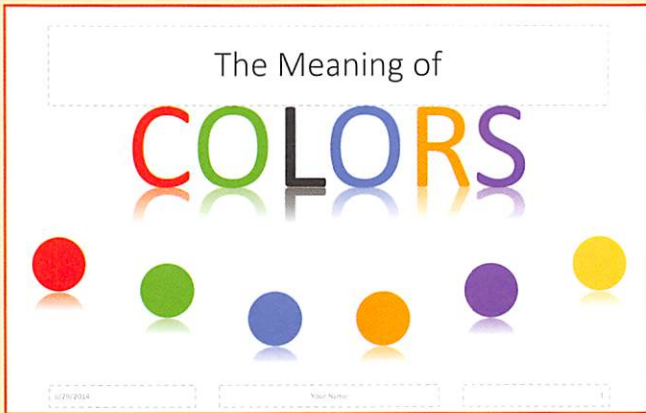
18. Return to Slide 2, and paste the circles.
19. Select each circle, and do the following:
 - a. Change the Shape Height of the circles to 1.5" and the Shape Width to 1.5"
 - b. Insert text into each circle with the corresponding color name as shown in **Figure 1, Slide 2**
 - c. For readability, change the Font Color of the text in the Orange and Yellow circles to black
 - d. Position the circles as shown in **Figure 1, Slide 2**

SLIDE 3:

20. Key the title, center align, and change the font size to 72.
21. To insert a table with 2 columns and 7 rows, do the following:
 - a. From the **INSERT** tab, **Tables** group, click the **Table** drop-down menu
 - b. Click on the upper-right grid corner and drag a **2x7** table grid
 - c. Move the table under the title as shown in **Figure 1, Slide 3**
22. Key the text in the table as shown in **Figure 1, Slide 3**.
23. Select the text in the table and change the font size to 28.
24. Using **Figure 1, Slide 3** as a visual guide, format the table as follows:
 - a. Resize the table to the approximate size on the slide as shown
 - b. Resize the columns to the approximate widths as shown by clicking and dragging the line that divides the two columns
25. Using **Figure 1, Slide 3** as a visual guide, change the color of each row as follows:
 - a. Highlight the cells in the first row
 - b. From the **TABLE TOOLS, DESIGN** tab, **Table Styles** group, click the **Shading** drop-down menu and select **black**
 - c. Continue to highlight each row separately and apply the color to correspond with the color name in that row
 - d. Select the entire table and change the Font Color to white
 - e. For readability, change the Font Color of the text in the Orange and Yellow rows to black
26. Proofread your presentation for accuracy and format, then resave the file.
27. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.



Figure 1



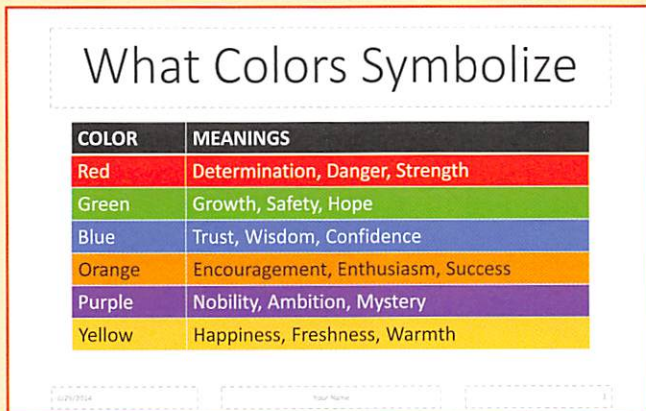
Slide 1

Layout: Title Only



Slide 2

Layout: Title Only



Slide 3

Layout: Title Only

Unit 3: Enhancing Slide Elements

Traveling Abroad

Changing Picture Effects

New Skills:

- Using Artistic Effects
- Using SmartArt
- Inserting a Hyperlink

Lesson Overview:

Assume the following scenario: You are enrolled in a Social Studies course at your school where you have been studying a unit on the global economy. For homework, you have been asked to create a PowerPoint presentation that will teach the class about a foreign country. You have selected Ireland for your country.

In this lesson, you will learn how to enhance slides by using PowerPoint's Picture Effects and SmartArt features. You will also be introduced to PowerPoint's Hyperlink tool, which allows users to link to the Internet from a slide.

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.



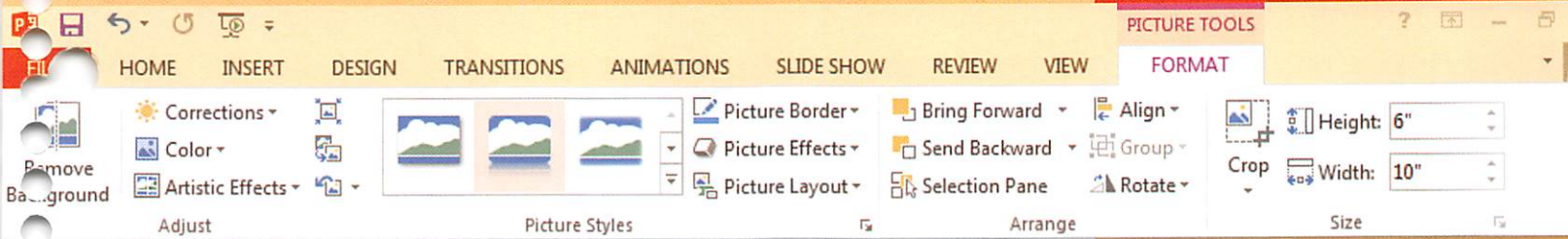
Artistic Effects:
Use the drop-down menu to preview and apply various artistic styles to an image.



Hyperlink:
Use this icon to add links in your presentation to web pages or other external files.



Smart Art:
Use this icon to add pre-formatted graphics that display different combinations of text, graphics, and images used to communicate information in a more visual manner.



7.

Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as *3.4 Traveling Abroad* 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.

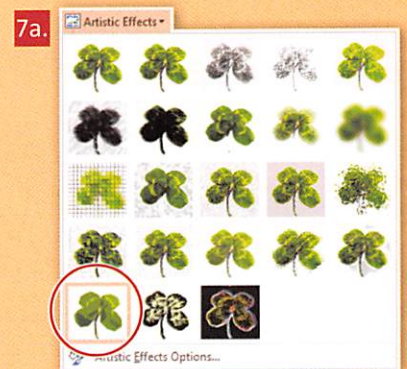
ⓘ *Note: Images for this lesson may vary from those shown in **Figure 1**.*

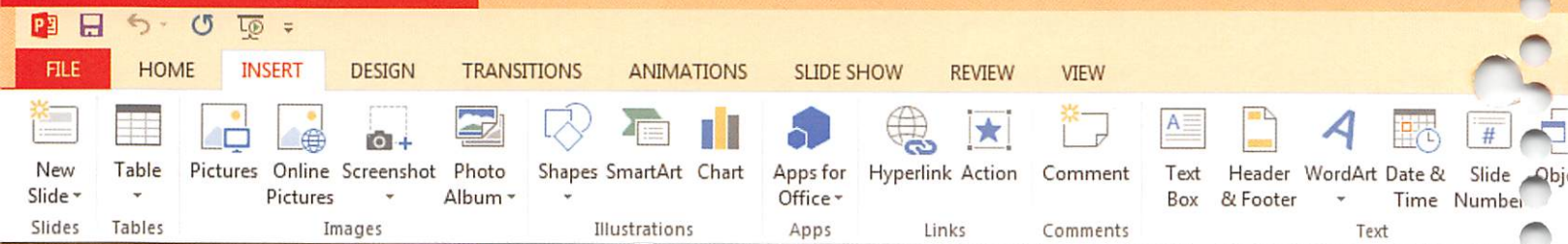
SLIDE 1:

5. Key the title and subtitle, and do the following:
 - a. Bold the title and change the font size to 96, and the font color to green
 - b. Change the font size of the subtitle to 54
6. Insert an image of a four-leaf clover.
7. From the **PICTURE TOOLS, FORMAT** tab, **Adjust** group, do the following:
 - a. Click the **Artistic Effects** drop-down menu, then choose the **Cutout** option
8. Position and resize the image so that it is the approximate size and proportion as shown in **Figure 1, Slide 1**.

SLIDE 2:

9. Delete the content placeholder on the right side of the slide.
10. Key the title and text, and do the following:
 - a. Change the Shape Fill of the title **text box** to the color green
 - b. Center align the title, change the font size to 72 and the font color to white
 - c. Change the font size of the bulleted list to 40
11. Insert two to three images that will help enhance the content of this slide.





13.

SLIDE 3:

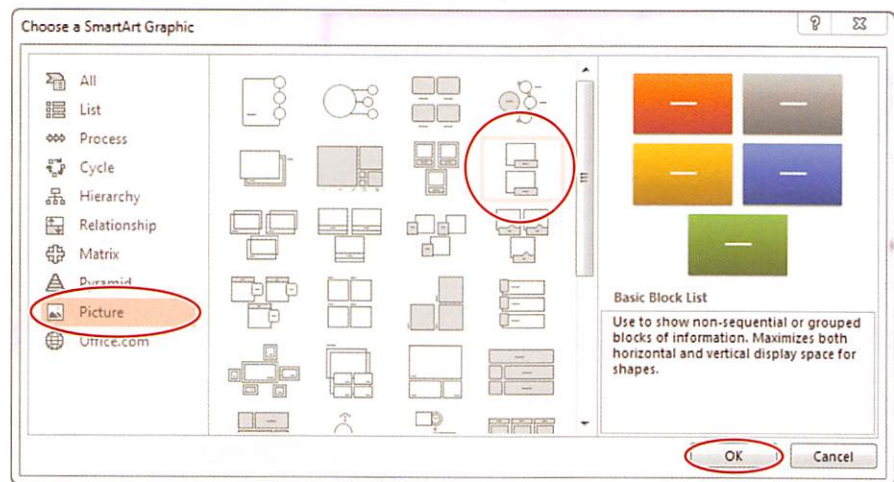
12. Key the title, and do the following:

- a. Change the Shape Fill of the title text box to the color green
- b. Center align the title, change the font size to 72 and the font color to white

13. From the **INSERT** tab, **Illustrations** group, click the **SmartArt** icon and do the following:



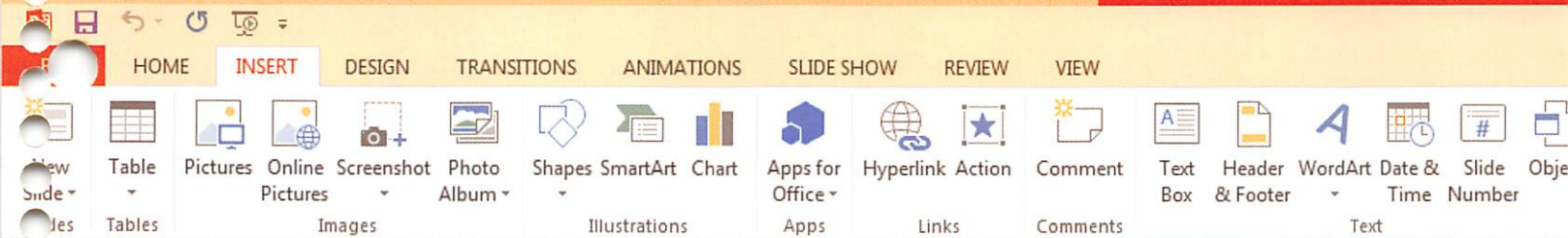
- a. In the **Choose a SmartArt Graphic** Dialog Box, click **Picture**, then choose **Bending Picture Caption**, and click **OK** (as shown below)



14. To add content to the SmartArt Graphic placeholders, do the following:

- a. Click on the left-hand **text** placeholder and key [Cities] as shown in **Figure 1, Slide 3**
- b. Click on the left-hand **image** placeholder and insert an image of a city in Ireland, such as Dublin
- c. Click on the right-hand **text** placeholder and key [Countryside] as shown
- d. Click on the right-hand **image** placeholder and insert an image of the Irish countryside (or an appropriate image for the content of this slide)





SLIDES 4-5:

- 15. Delete the content placeholder on the right side of each slide.
- 16. Key the title and text, and do the following:
 - a. Change the Shape Fill of the title text box to the color green
 - b. Center align the title, change the font size to 72 and the font color to white
 - c. Change the font size of the bulleted list to 40
- 17. Insert two to three images that will help illustrate the content of each slide.

SLIDE 6:

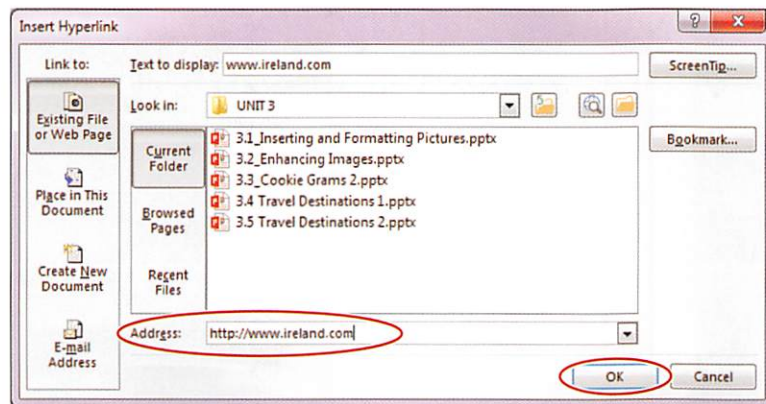
- 18. Key the title, and do the following:
 - a. Change the Shape Fill of the title text box to the color green
 - b. Center align the title, change the font size to 72 and the font color to white
- 19. Delete the bullet, and key the text in the content placeholder on the left side of the slide.
- 20. Delete the content placeholder on the right side of the slide, then insert two images that will help illustrate the content of the slide.

21. Select the text [www.ireland.com], and from the **INSERT** tab, **Links** group, do the following:

a. Click the **Hyperlink** icon



b. In the **Insert Hyperlink** dialog box, enter [http://www.ireland.com] in the address box, and click **OK** (as shown below)



- 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

Discover Ireland

Exploring the Emerald Isle



 Slide 1 | Layout: Title Slide


How to Get There

- Direct flights from North America
- Use a tour guide
- Explore on your own
- Ferry over from the UK, France, or Spain




 Slide 2 | Layout: Two Content

What to See



Cities



Countryside

 Slide 3 | Layout: Title and Content

Irish Culture

- Music and Dance
- Family and Faith
- History and Folklore
- Claddagh Ring
- Education
- Sports



 Slide 4 | Layout: Two Content

Irish Food

- Irish Stew
- Irish Soda Bread
- Corned Beef & Cabbage
- Colcannon
- Barmbrack



 Slide 5 | Layout: Two Content

Tourist Information

Tourism Ireland
 345 Park Avenue
 New York, NY 10154
 USA
 Tel: (800) IRELAND
www.ireland.com



 Slide 6 | Layout: Two Content