

# Unit 4: Slides



## Lesson 4.1

### Easy Eats for Teens

#### *Formatting Text and Images*

Create a New Presentation • Choose a Theme • Select Text • Format Text • Add a New Slide • Horizontally Align Text • Insert an Image • Resize an Image • Crop an Image • Change Slide Layout • Create a Bulleted List • Change Line Spacing • Delete a Text Box • Preview a Presentation • Exit a Presentation • Share a Presentation • Close a Presentation



## Lesson 4.2

### Fun With Apps

#### *Using Shapes*

Insert Shapes • Align Shapes • Change Fill Color • Change Line Color • Change Line Weight • Duplicate a Slide • Use Undo/Redo • Insert Word Art • Insert a Text Box • Group Objects • Use Zoom



## Lesson 4.3

### Traveling to Hawaii

#### *Working with Images*

Use an Image as a Background • Use Color as a Background • Create a Numbered List • Use Image Options • Mask an Image • Reset an Image • Insert a Link • Vertically Align Text • Insert a Video • Apply Transitions • Delete a Slide • Automatically Advance Slides



## Lesson 4.4

### Safe Cars for Teens

#### *Collaborating with Slides*

Collaborate • Insert a Table • Copy and Paste • Insert an Animation



## Unit 4 Assessment

Performance Assessment is located on the Instructor's Resource CD.

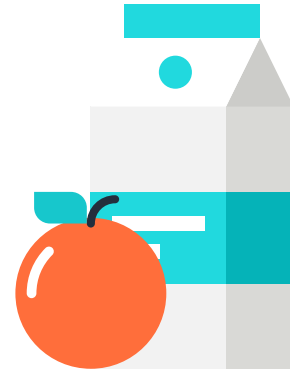


# Easy Eats for Teens

Formatting Text and Images

## Overview

You have joined the Health & Fitness Club at school. To promote healthy eating, you decide to create a presentation on the club's web site. The presentation will offer healthy food options for breakfast, lunch, snack, and dinner.



*In this lesson, you will create a presentation about healthy eating habits using bulleted lists.*

## New Skills

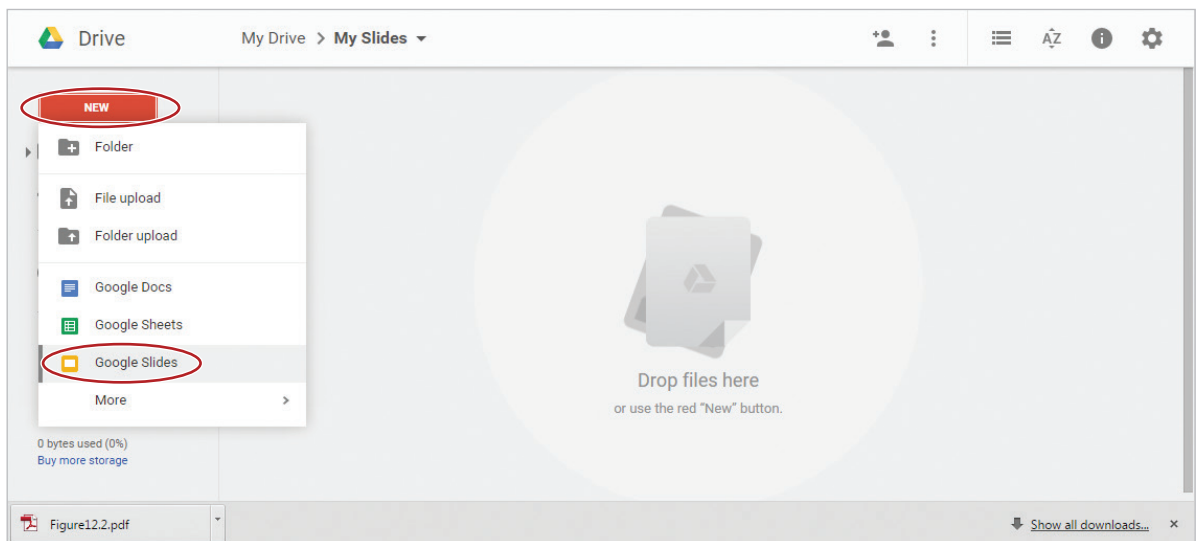
Create a New Presentation • Choose a Theme • Select Text • Format Text • Add a New Slide • Horizontally Align Text • Insert an Image • Resize an Image • Crop an Image • Change Slide Layout • Create a Bulleted List • Change Line Spacing • Delete a Text Box • Preview a Presentation • Exit a Presentation • Share a Presentation • Close a Presentation

## Instructions

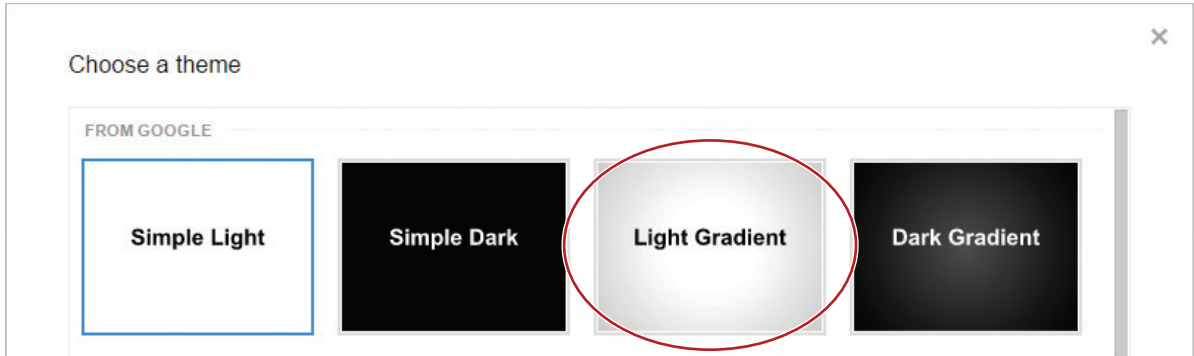
1. Sign into Google Drive.



2. **Create a New Presentation.** To create a new presentation, open your My Slides folder, click the **NEW** button and select **Google Slides**.



- 3. **Choose a Theme.** To coordinate colors, background, fonts, and effects in your presentation, from the **Choose a theme** dialog box, select **Light Gradient** and click OK.



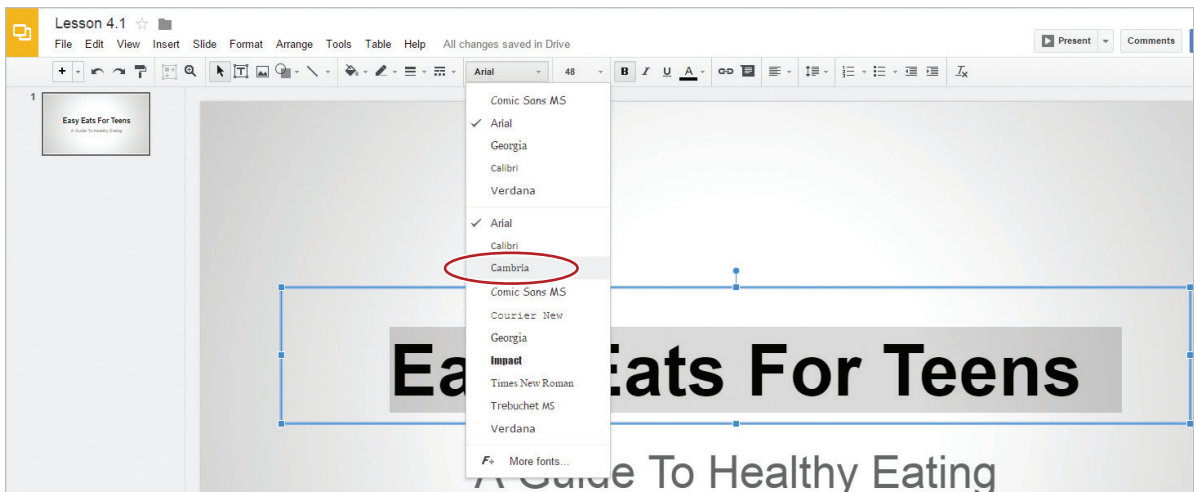
- 4. Rename your presentation Lesson 4.1.

- 5. **Select Text.** In this lesson, you'll be required to select text. There are several ways to select text in your presentation:
  - a. Position your cursor at the beginning of the 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 paragraph, triple-click within the paragraph or position your cursor at the beginning of the paragraph and hold down the Shift key while pressing the Down arrow key.
  - d. To select all of the text in a text box, click anywhere in the text box, hold down the Ctrl key, then hit the A key.

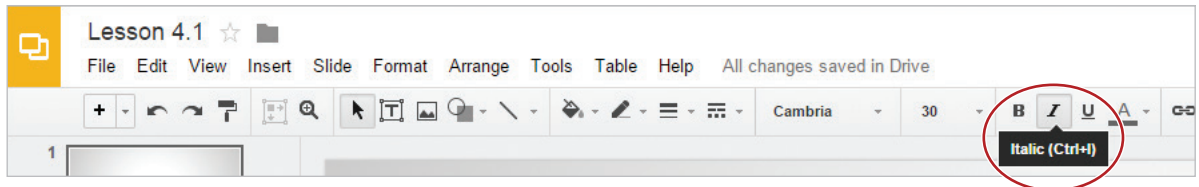
**SLIDE 1:**

- 6. Type the title and subtitle as shown in 4.1 Figure A.

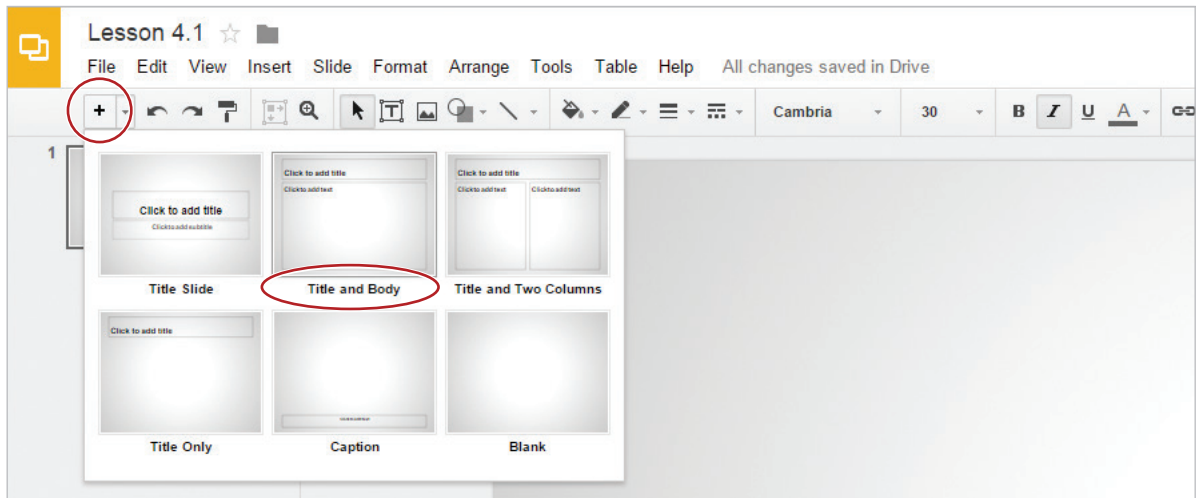
- 7. **Format Text.** Make the following formatting changes:
  - a. Select the text in the title box and change the **Font** to **Cambria**.



- b. Select the text in the subtitle box, change the font to Cambria and **Italicize**.



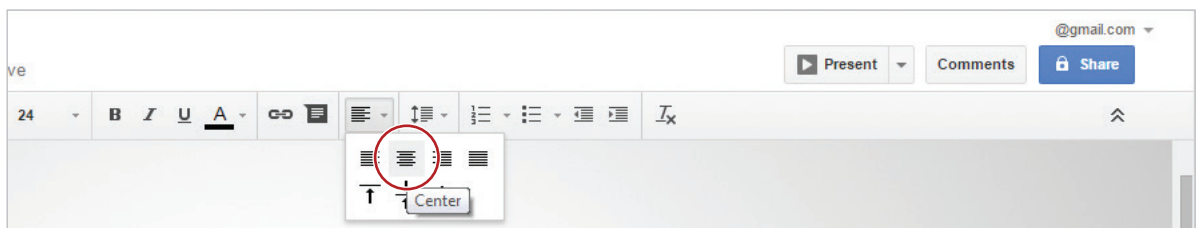
8. **Add a New Slide.** To insert additional slides into your presentation, from the **New slide** drop-down menu, select **Title and Body**.



## SLIDE 2:

9. Type the title and body text as shown in 4.1 Figure A.  
 10. Change the font size of the body text box to 28.

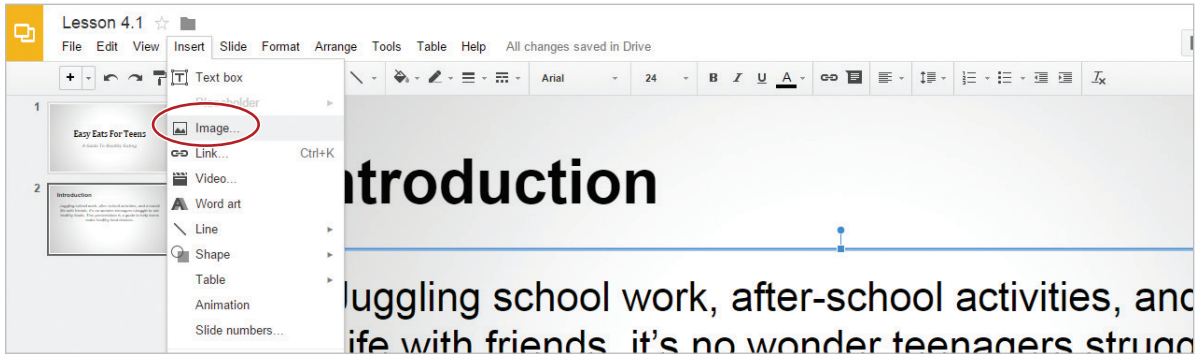
11. **Horizontally Align Text.** To horizontally center align the body text, select the text, then from the **Align** drop-down menu, select **Center**.



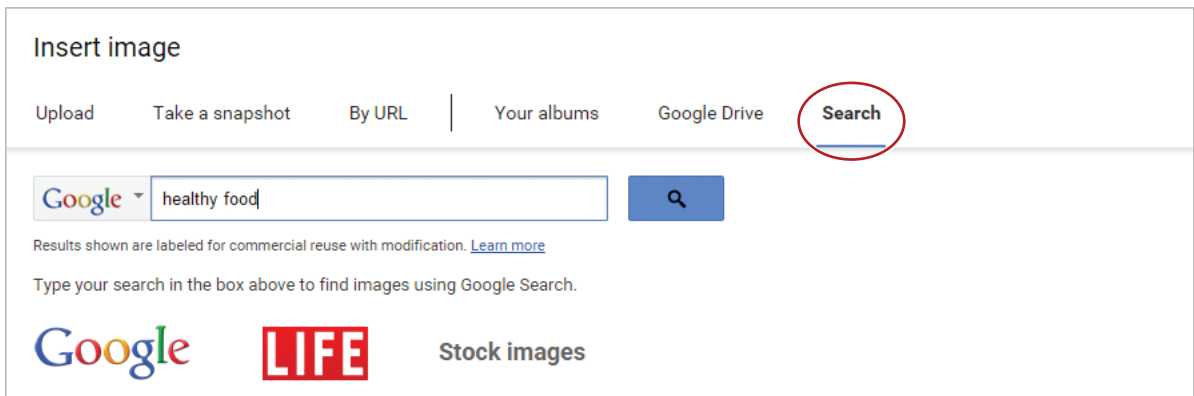
12. Click at the end of the last line of text and hit Enter.

**13. Insert an Image.** To insert an image of healthy food below the paragraph, do the following:

a. From the **Insert** menu, select **Image**.



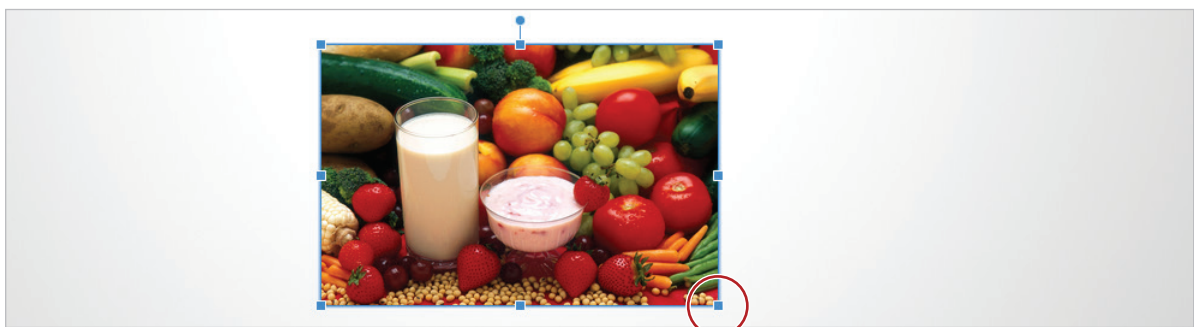
b. Click **Search**, type [healthy food] in the Google search field, then hit **Enter**.



c. Double-click an image of your choice.

**14. Resize an Image.** To change the size of an image proportionately (larger or smaller), do the following:

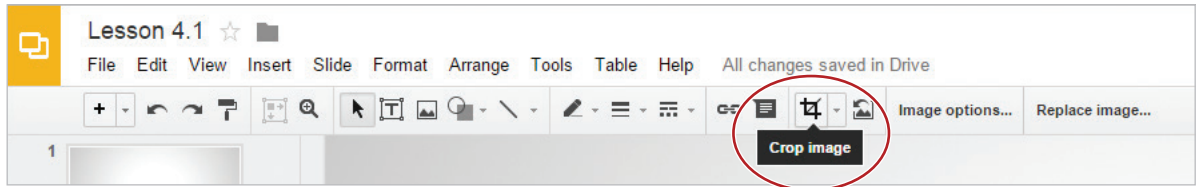
a. Click the image, then click and drag the bottom-right **resizing handle**.



b. Resize and position the image so it looks similar to Slide 2 in 4.1 Figure A.

- ★ **15. Crop an Image.** To change the proportions of an image without distorting it, or to cut away (mask) a portion of an image, do the following:

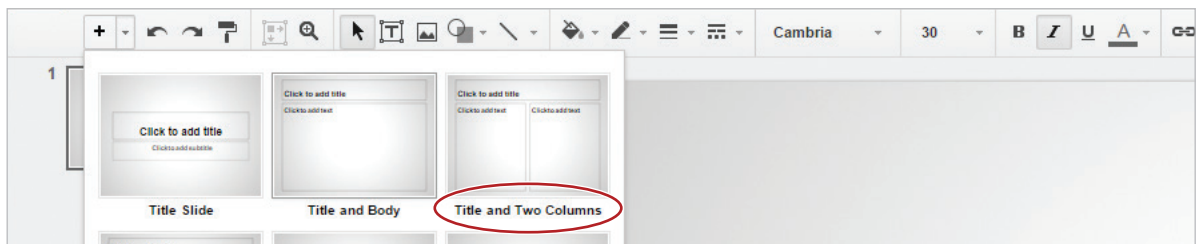
a. Click the image, then click the **Crop image** icon.



b. Click and drag the **cropping handle** until only the desired portion of the image remains.



- ★ **16. Change Slide Layout.** To add new slides with different layout options, from the **New slide** drop-down menu, select **Title and Two Columns**.

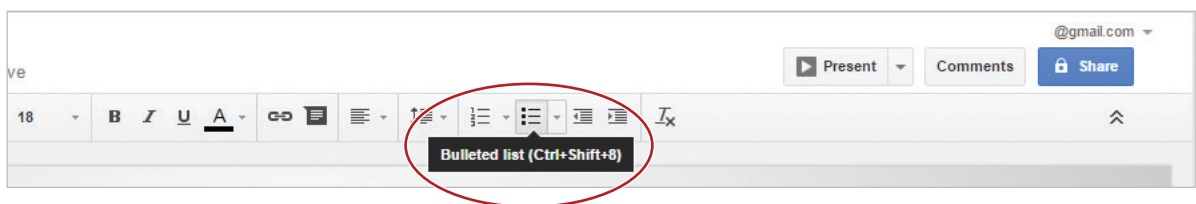


17. Continue to add new slides (Slides 4-6) applying the slide layouts as indicated in 4.1 Figure A.

### SLIDE 3

18. In the title box, type [Breakfast Power].

- ★ **19. Create a Bulleted List.** To create a bulleted list, click in the left column text box, then click the **Bulleted list** icon.

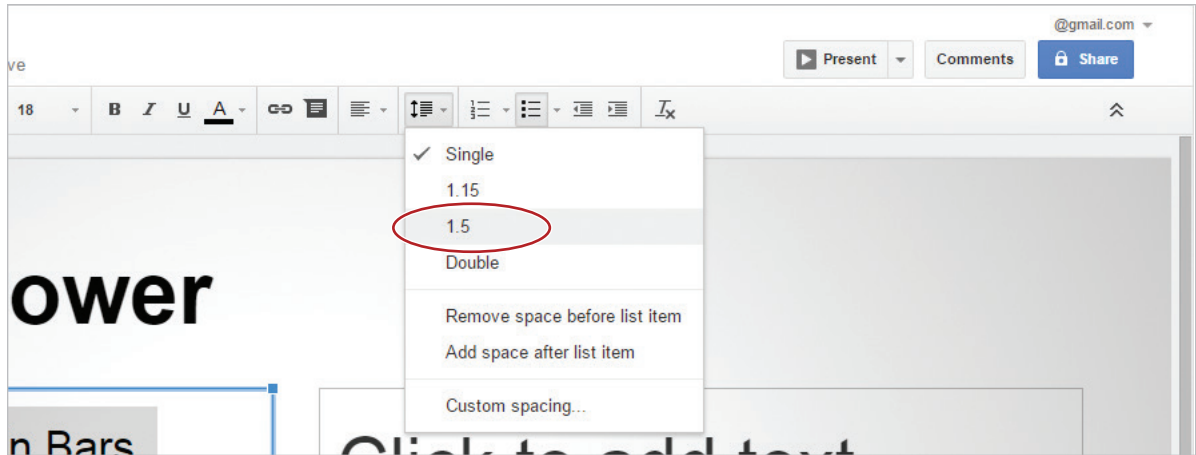


20. Type the bulleted list shown in 4.1 Figure A and change the font size to 22.

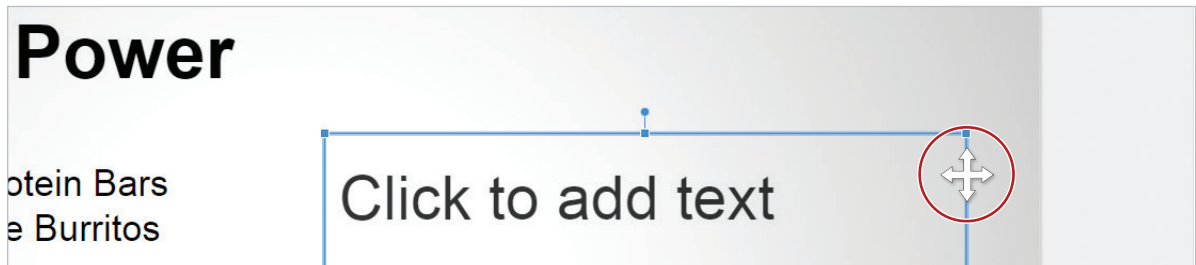
*Note: Bullet points will automatically appear on the next line when you hit Enter.*



21. **Change Line Spacing.** To increase the spacing between lines of text, select the bulleted list, then from the **Line spacing** drop-down menu, select **1.5**.



22. **Delete a Text Box.** To remove a text box, place your cursor over any edge of the right column text box, click when a **four-sided arrow** appears, then hit the **Delete** key.



23. Insert an image of a blueberry muffin, then position and resize it so that it is the approximate size and proportion as shown in 4.1 Figure A.

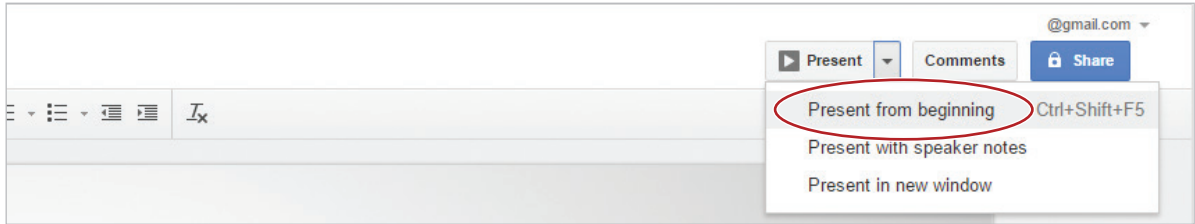
**SLIDES 4-6**

24. To complete SLIDES 4-6, using the content shown in 4.1 Figure A, repeat steps 19-23.

*Hint: You will need to select an appropriate image that best illustrates the content of each slide.*

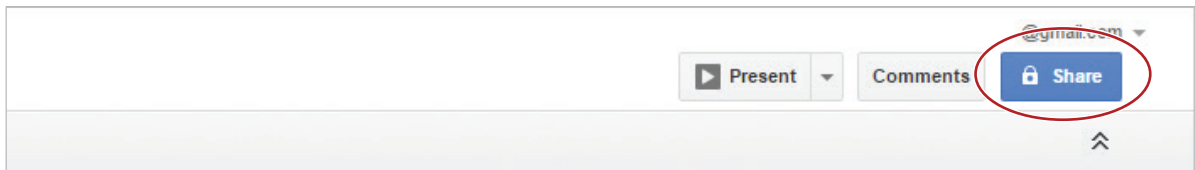
25. Proofread your presentation for accuracy and format.

- ★ **26. Preview a Presentation.** To view your presentation from the first slide, from the **Present** drop-down menu, select **Present from beginning**.

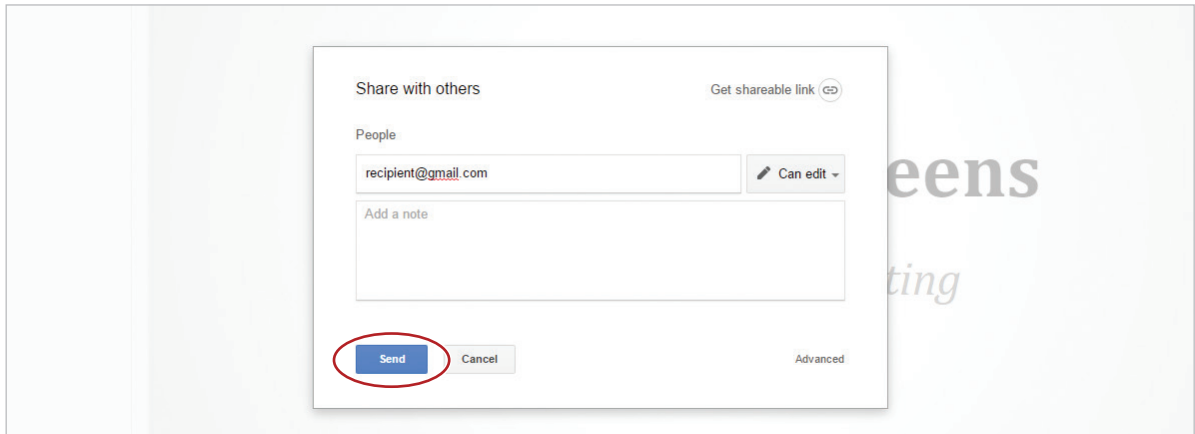


*Hint: To advance from one slide to the next, click your mouse.*

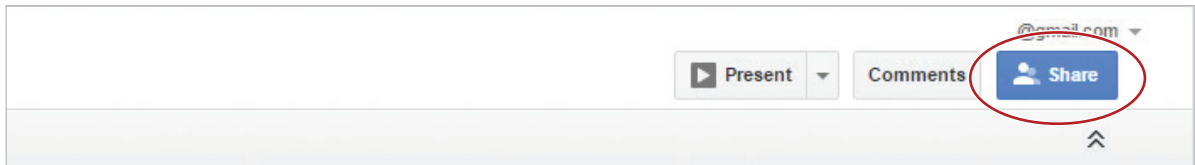
- ★ **27. Exit a Presentation.** To exit full screen mode, and return to regular viewing mode, hit the **Esc** key.
- ★ **28. Share a Presentation.** To share this presentation, click the **Share** button.




- 29.** Type the email address of the person you would like to share your presentation with, such as your instructor, assign them permission to edit the document, include a note informing the recipient that you have shared a presentation with them, then click **Send**.

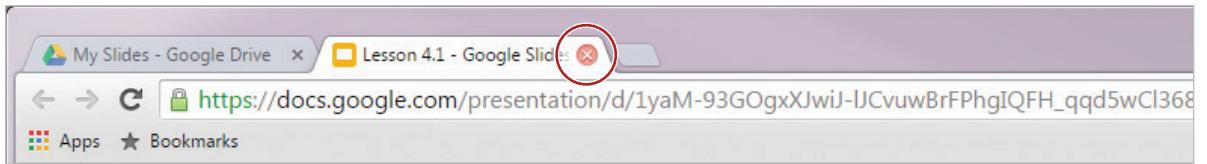


- 30.** Notice that the Share button has changed to indicate your presentation has been shared.



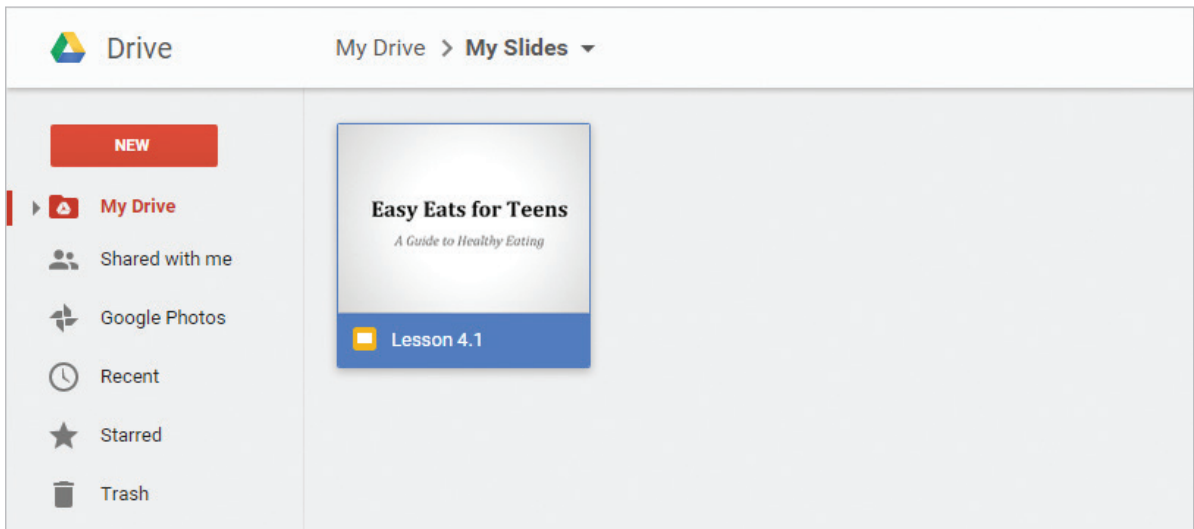


 **31. Close a Presentation.** To close your presentation, click the **X** on the Lesson 4.1 tab.



*Note: Depending on the browser being used, your tabs may differ in appearance.*

**32.** You should now see the Lesson 4.1 presentation in your My Slides folder.



4.1 Figure A


# Easy Eats for Teens

*A Guide to Healthy Eating*

 **Slide 1** | Layout: Title Slide

## Introduction


Juggling school work, after-school activities, and a social life with friends, it's no wonder teenagers struggle to eat healthy foods. This presentation is a guide to help teens make healthy food choices.




 **Slide 2** | Layout: Title and Body

## Breakfast Power


- Peanut Butter Protein Bars
- Egg and Sausage Burritos
- Blueberry Muffins
- Fresh Fruit and Yogurt
- Green Monster Smoothie
- Sweet and Salty Trail Mix




 **Slide 3** | Layout: Title and Two Columns

## Lunch with a Punch


- Turkey Tortilla Wrap
- Egg or Tuna Salad Wrap
- Chicken Caesar Salad
- Salami, Olives & Cheese
- Veggie Pizza
- Whole Grain Bagel Pizza




 **Slide 4** | Layout: Title and Two Columns

## Smart Snacks

- Whole Wheat Pretzels
- Fresh Veggies & Hummus
- Low Fat Cheese Wrap
- Apple with Almond Butter
- Cream Cheese & Celery
- Fruit Kabobs and Yogurt




 **Slide 5** | Layout: Title and Two Columns

## Hearty Dinner

- Chicken Fajitas & Salsa
- Turkey & Spinach Lasagna
- Baked Salmon & Broccoli
- Baked Potato & Chili
- Veggie & Shrimp Stir Fry
- Broiled Chicken & Veggies



 **Slide 6** | Layout: Title and Two Columns



# Fun With Apps

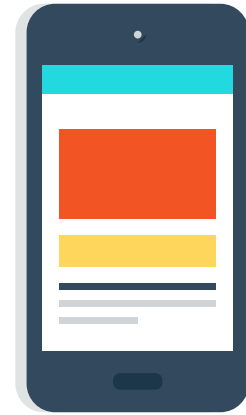
## Using Shapes

### Overview

As part of your Mobile App Design class, you are required to first create icons for some of the most popular mobile apps. As you study the apps and their symbols, you realize they use basic shapes and colors that are easy for the user to identify. You decide to start by creating icons for apps related to the weather, maps, messaging, calendar, and calculator.

### New Skills

Insert Shapes • Align Shapes • Change Fill Color • Change Line Color  
• Change Line Weight • Duplicate a Slide • Use Undo/Redo • Insert Word Art • Insert a Text Box • Group Objects • Use Zoom



*In this lesson, you will use drawing tools to create app icons commonly found on smartphones.*

### Instructions

1. In your My Slides folder, create a new presentation, select the Dark Gradient theme, and name it Lesson 4.2.

#### SLIDE 1

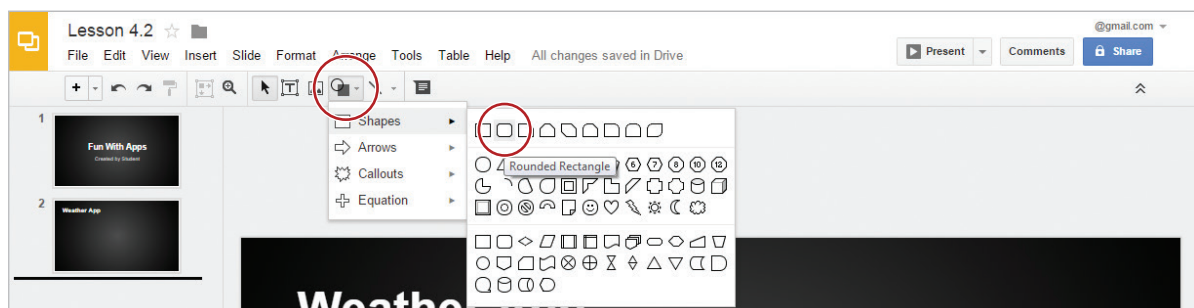
2. In the title box, type [Fun With Apps]. In the subtitle box, type [Created by <your name>].
3. Add a Title Only slide.

#### SLIDE 2

4. In the title box, type [Weather App].



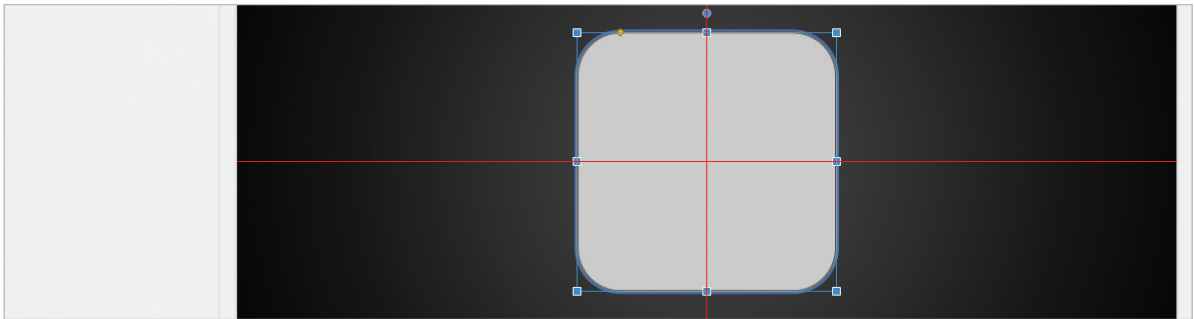
5. **Insert Shapes.** To insert ready-made shapes such as circles, squares, and arrows, do the following:
  - a. From the **Shape** drop-down menu, select **Shapes**, then select a **Rounded Rectangle**.



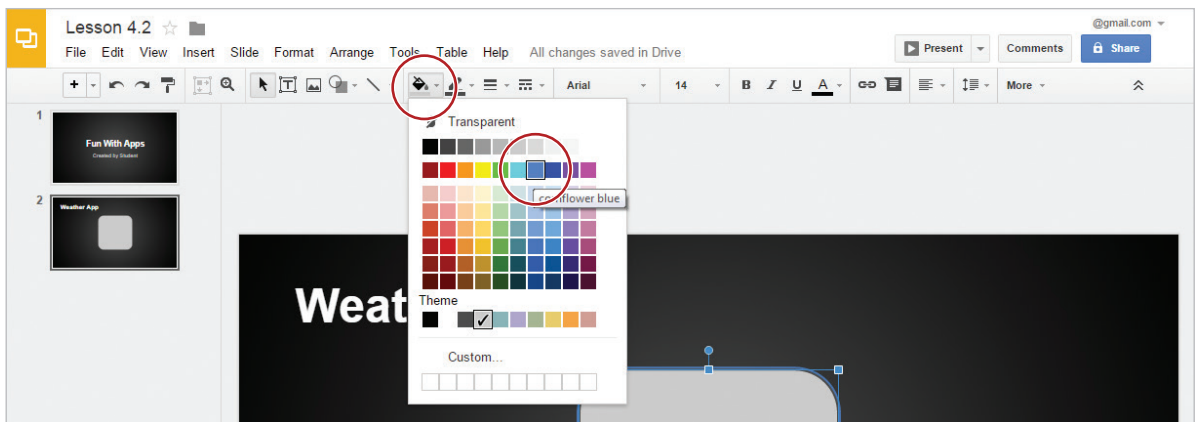
- b. To create a rounded square, hold the Shift key down, click and drag until your square is similar in size and scale to the one shown in 4.2 Figure A.



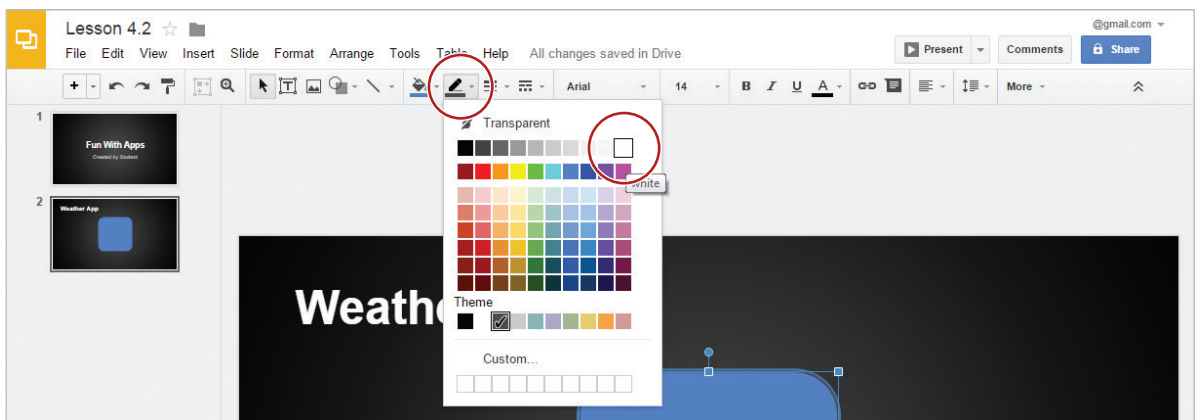
6. **Align Shapes.** To align objects horizontally and vertically, click and drag your rounded square and use the red guide lines that appear to align it to the center of the slide.



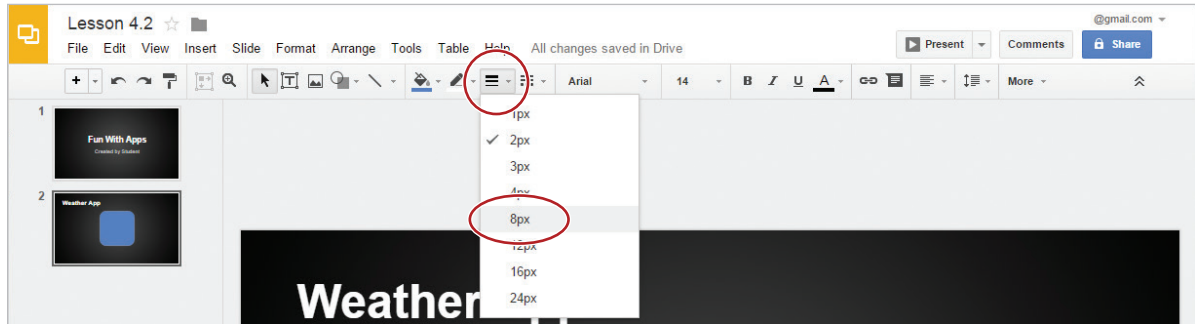
7. **Change Fill Color.** To change the fill color of a shape, select your rounded square, then from the **Fill color** drop-down menu select **cornflower blue**.



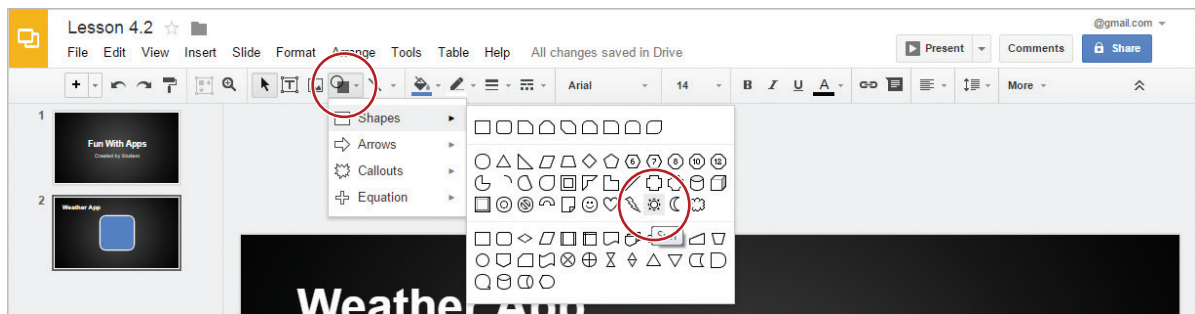
8. **Change Line Color.** To change the line color of a shape, select your rounded square, then from the **Line color** drop-down menu select **White**.



9. **Change Line Weight.** To change the line weight of a shape, select your rounded square, then from the **Line weight** drop-down menu, select **8px**.

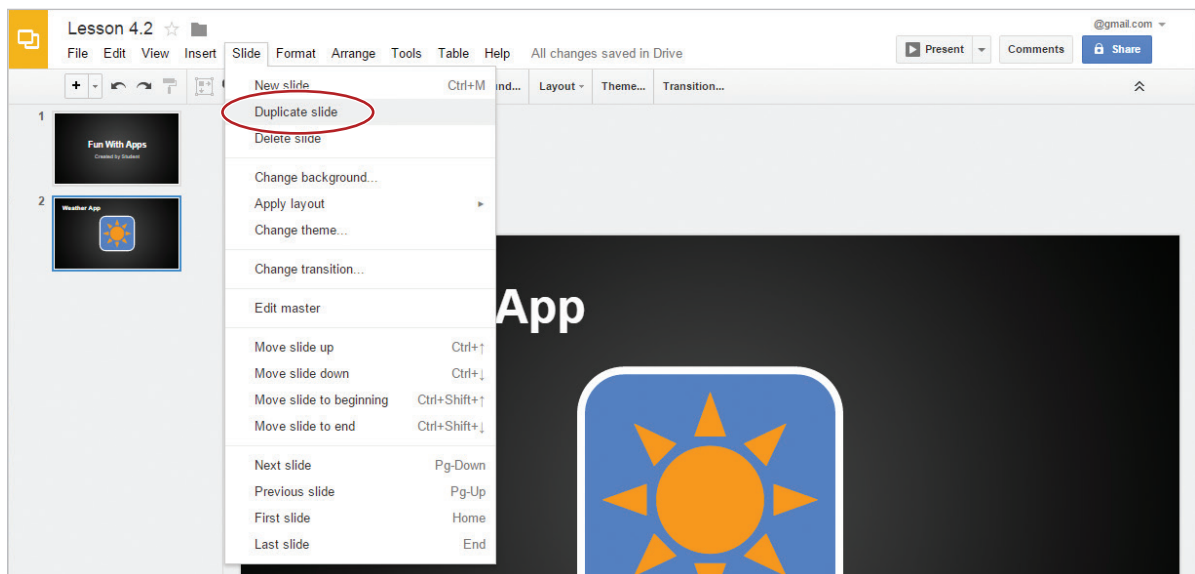


10. Insert a Sun shape similar in size and scale to the one shown in 4.2 Figure A, then position it so that it is centered on top of the rounded square.




11. Change the fill color and line color of the sun to orange, and the line weight to 1px.

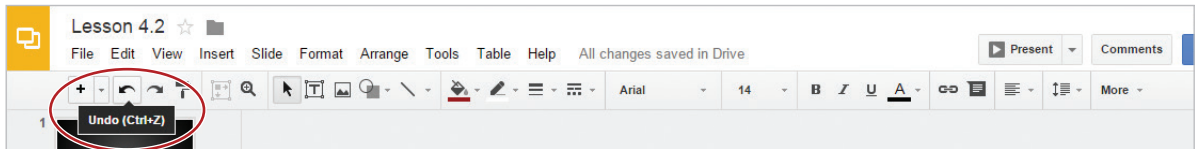
12. **Duplicate a Slide.** To make a copy of an existing slide, select the Slide 2 thumbnail, then from the **Slide** menu, select **Duplicate slide**.




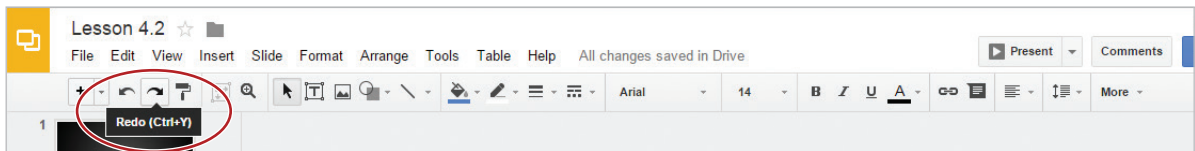
Alternatively, you can **right-click** on the slide 2 thumbnail and select **Duplicate slide**.

**SLIDE 3**

13. Change the word [Weather] to [Maps].
14. Change the fill color of the rounded square to red berry.
15.  **Use Undo.** To undo the last action performed, click the **Undo** icon.

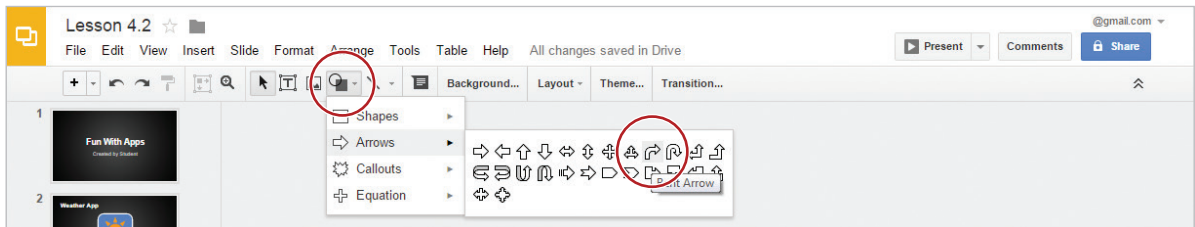


16.  **Use Redo.** To redo the last action undone, click the **Redo** icon.



*Note: The rounded square should once again be red berry.*

17. Delete the sun shape.
18. From the **Shape** drop-down menu, select **Arrows**, then insert a **Bent arrow** similar in size, scale, and position to the one shown in 4.2 Figure A.

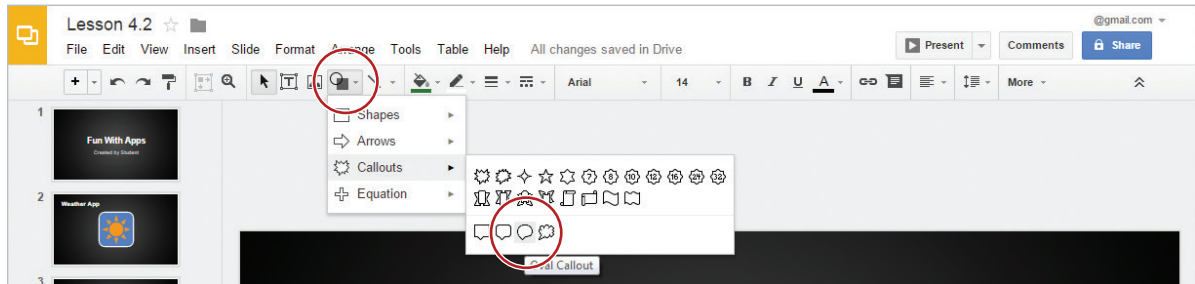


19. Change the fill color and line color of the arrow to white.
20. Duplicate Slide 3.

**SLIDE 4**

21. Change the word [Maps] to [Messages].
22. Change the fill color of the rounded square to dark green 2.
23. Delete the bent arrow.

24. From the **Shape** drop-down menu, select **Callouts**, then insert an **Oval Callout** similar in size, scale, and position to the one shown in 4.2 Figure A.



25. Change the fill color and line color of the callout to white.

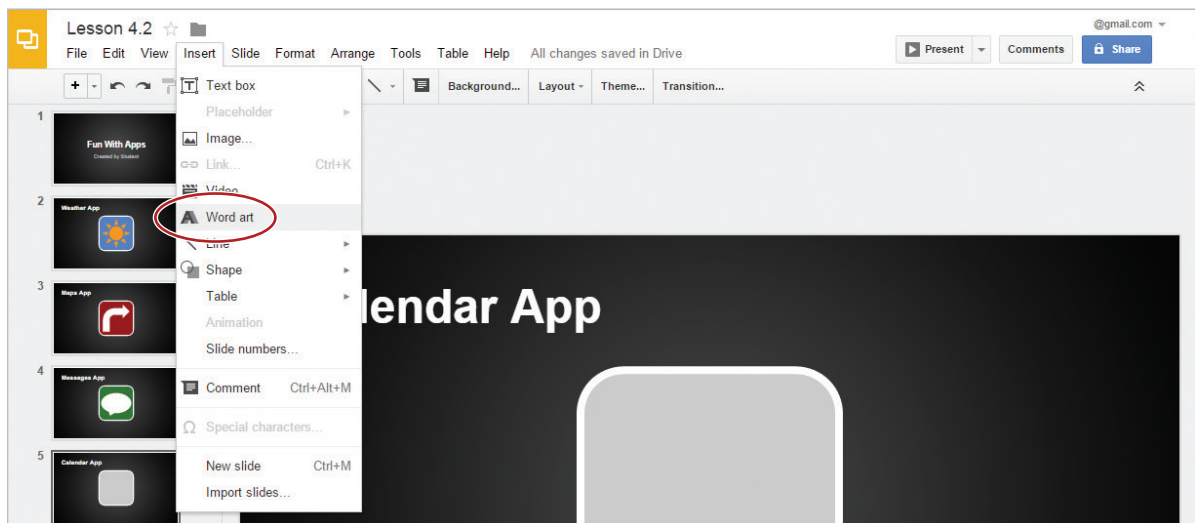
26. Duplicate Slide 4.

### SLIDE 5

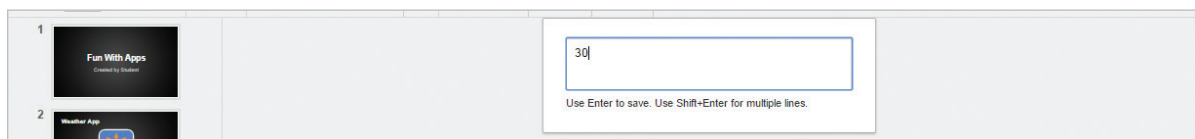
27. Change the word [Messages] to [Calendar].
28. Change the fill color of the rounded square to gray.
29. Delete the rounded callout shape



30. **Insert Word Art.** To insert Word art, from the **Insert** menu, select **Word art**.



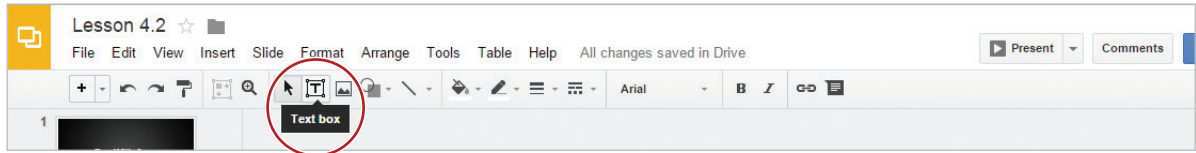
31. In the word art dialog box, type [30] and hit Enter.



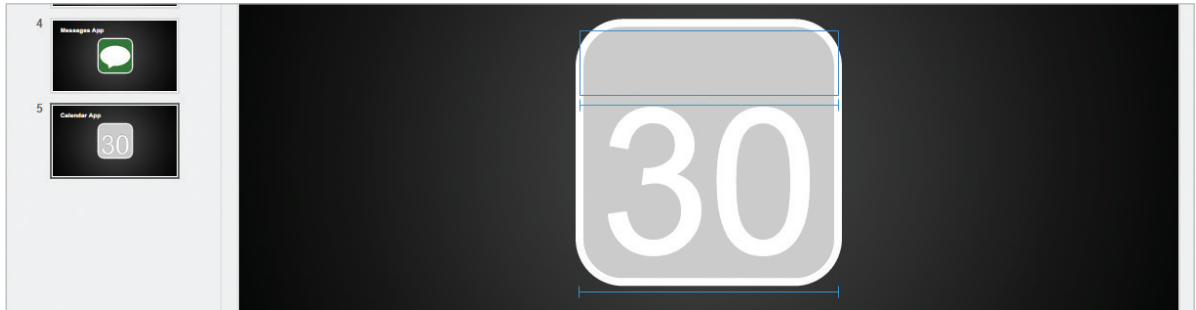
32. Resize the word art so that it is similar in size, scale, and position to the one shown in 4.2 Figure A, then change the fill color and line color to white.

**33. Insert a Text Box.** To insert a text box anywhere on your slide, do the following:

**34.** Click the **Text box** icon.



**35.** Click and drag your cursor from the left side to the right side of your rounded square.



**36.** Type [SUNDAY] in the text box, bold, center align, change the font size to 30, then position as shown in 4.2 Figure A.

**37.** Duplicate Slide 5.

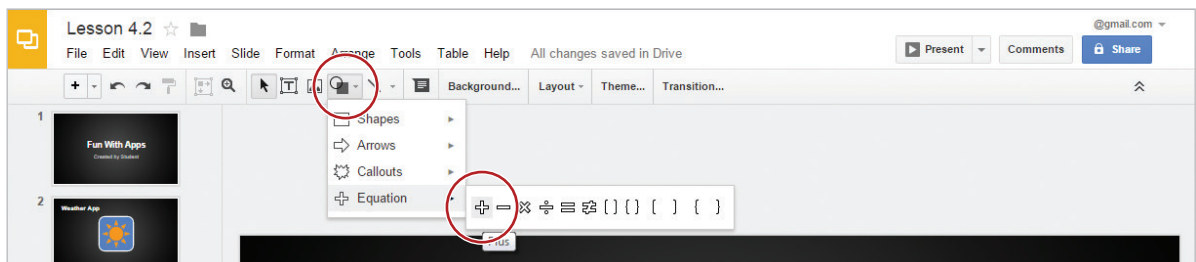
## SLIDE 6

**38.** Change the word [Calendar] to [Calculator].

**39.** Change the fill color of the rounded square to orange.

**40.** Delete the text box and word art.

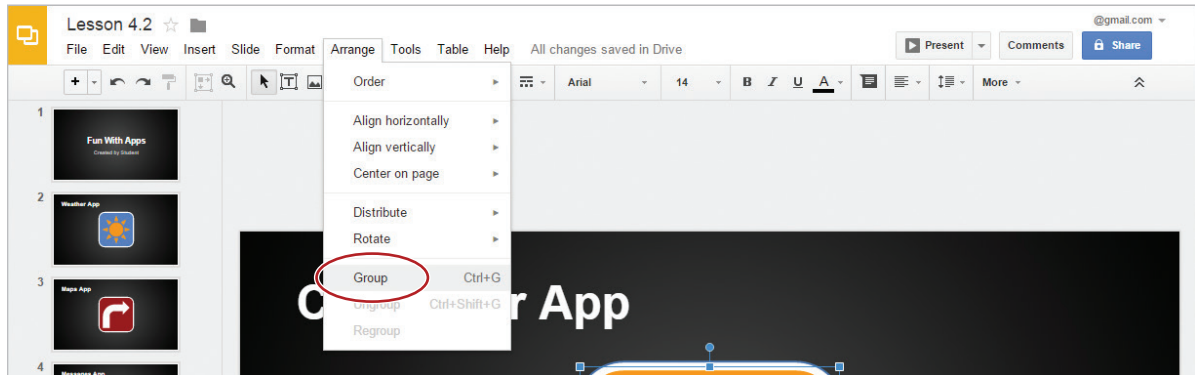
**41.** From the **Shape** drop-down menu, select **Equation**, then insert the shapes **Plus**, **Minus**, **Multiply**, and **Equal** similar in size, scale, and position to the ones shown in 4.2 Figure A.



**42.** Change the fill color and line color of the equation shapes to white, and the line weight to 1px.

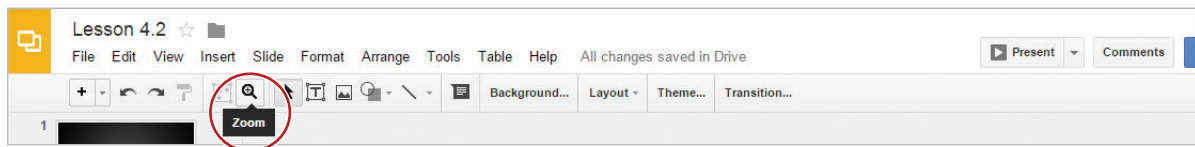


- ★ **43. Group Objects.** To join objects together so that you can move or format them as a single object, click and drag over all of the elements of the calculator app drawing, then from the **Arrange** menu, select **Group**.



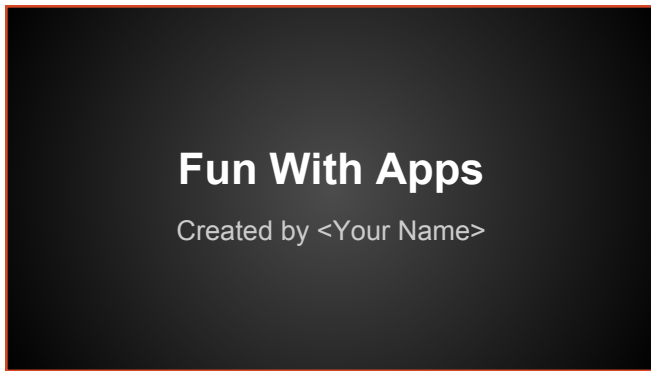
*Note: Notice that the calculator app drawing moves as a single object.*

- ★ **44. Use Zoom.** To increase or decrease the zoom setting, click the **Zoom** icon, then **left-click** to zoom in, and **right-click** to zoom out.

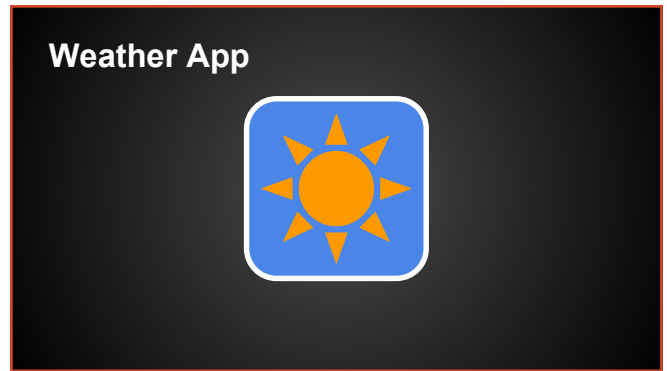


- 45.** Proofread your presentation for accuracy and format.
- 46.** Preview your presentation from the beginning. Your presentation should look similar to 4.2 Figure A.
- 47.** Share or print your presentation if required.

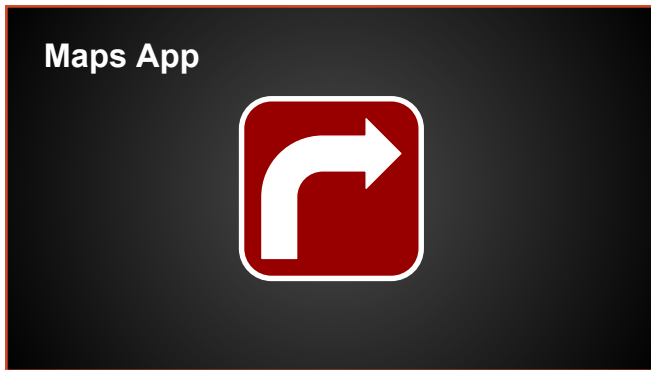
4.2 Figure A



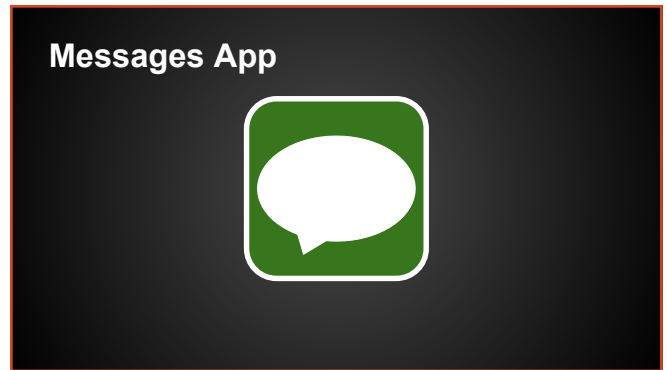
 Slide 1 | Layout: Title Slide



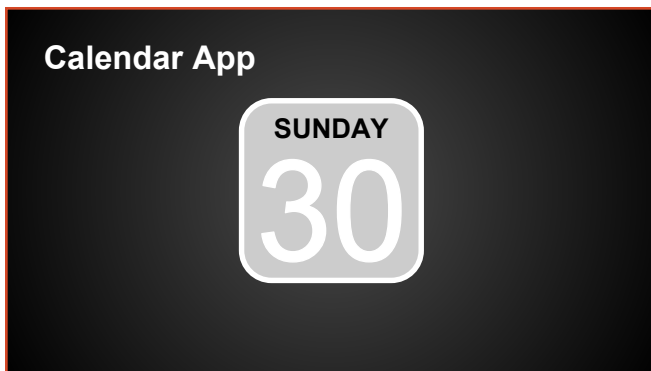
 Slide 2 | Layout: Title Only



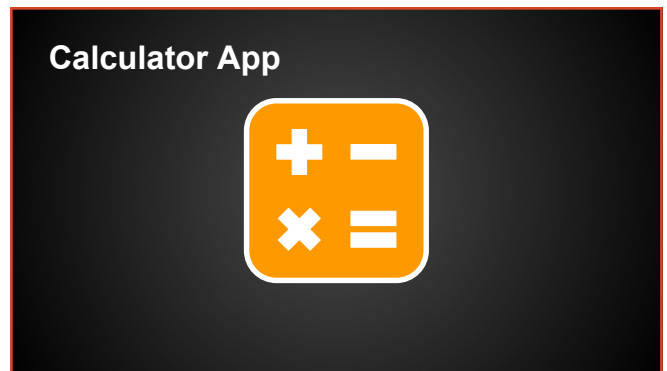
 Slide 3 | Layout: Title Only



 Slide 4 | Layout: Title Only



 Slide 5 | Layout: Title Only



 Slide 6 | Layout: Title Only

# Traveling to Hawaii

Working with Images

## Overview

You recently signed up to participate in the annual Geography Fair at school. Most students use posterboard backdrops as the main focal point of their presentation, so you decide to use your Google Slides skills to create a more interactive presentation. Community members have volunteered to judge the projects, and you really want to impress them with your knowledge of Hawaii, as well as with your Slides skills.



*In this lesson, you will use Google Slides to create a presentation about traveling to Hawaii.*

## New Skills

Use an Image as a Background • Use Color as a Background • Create a Numbered List • Use Image Options • Mask an Image • Reset an Image • Insert a Link • Vertically Align Text • Insert a Video • Apply Transitions • Delete a Slide • Automatically Advance Slides

## Instructions

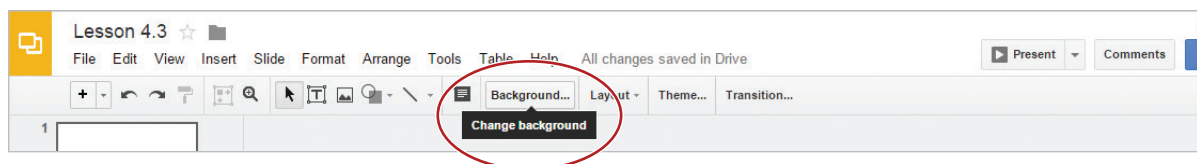
1. In your My Slides folder, create a new presentation, select the Modern theme, and name it Lesson 4.3.
2. Insert five additional slides, applying the slide layouts as indicated in 4.3 Figure A. Use these slides as a guide when formatting each slide.

### SLIDE 1

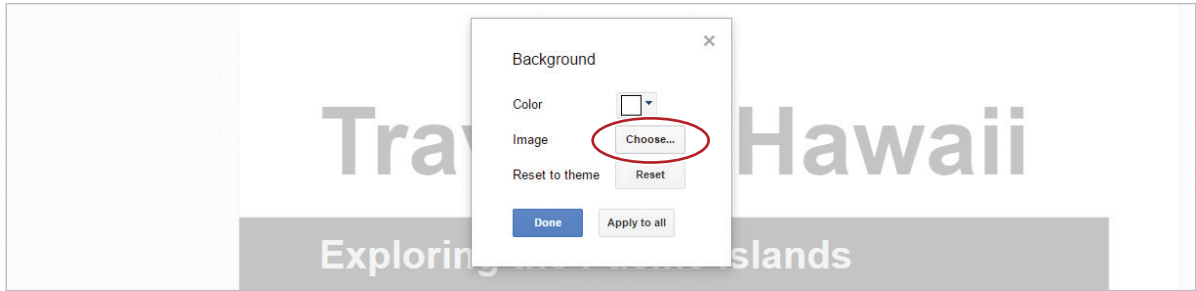
3. Type the title and subtitle.



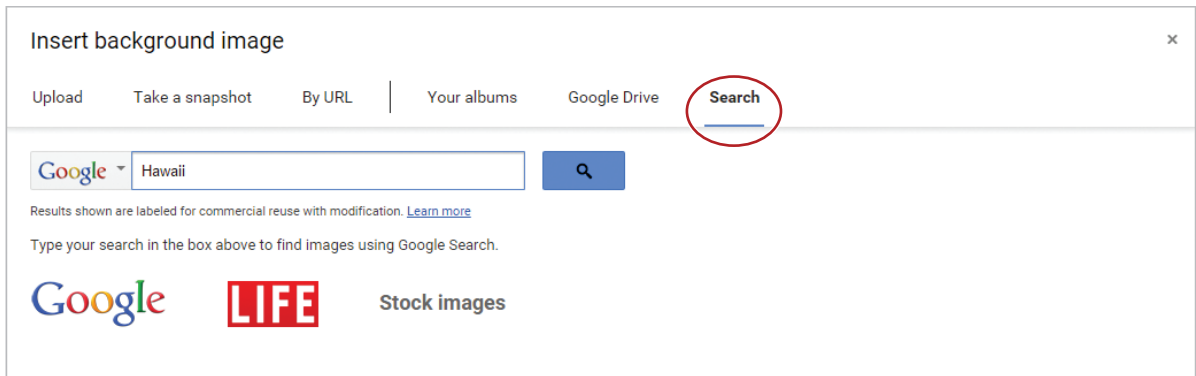
4. **Use an Image as a Background.** To insert an image as a slide background, do the following:
  - a. With nothing on your slide selected, click the **Background** button.



- b. In the **Background** dialog box, click the **Choose** button.



- c. In the **Insert background image** dialog box, click **Search**, type [Hawaii] in the Google search field, then hit **Enter**.



- d. Double-click an image of your choice, then hit **Done**.

5. Change the font color of the title and the subtitle to white.

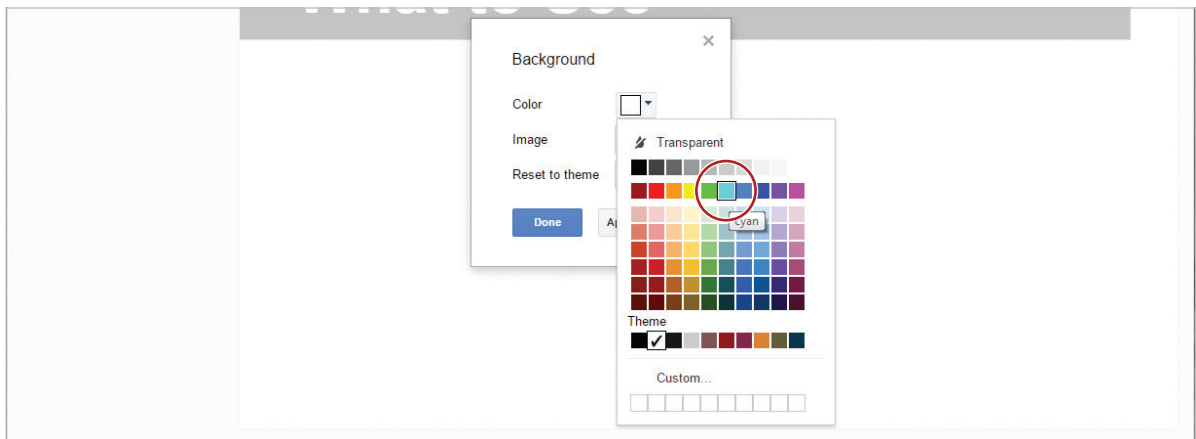
## SLIDE 2

6. Type the title.



7. **Use Color as a Background.** To apply a color to a slide background, do the following:

- With nothing on your slide selected, click the **Background** button.
- From the **Background** dialog box, click the **Color** drop-down menu and select **cyan**, then hit **Done**.



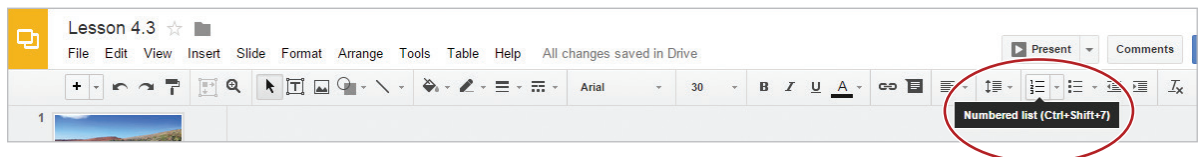
8. Insert three images of popular Hawaiian tourist attractions, resize, then position as shown in 4.3 Figure A.
9. Insert a text box to label each image. Change the font color to white and the fill color to black, then position as shown in 4.3 Figure A.

### SLIDE 3

10. Type the title and change the background color to cyan.



11. **Create a Numbered List.** To create a numbered list, click in the left column text box, then click the **Numbered list** icon.



12. Type the Numbered list shown in 4.3 Figure A.

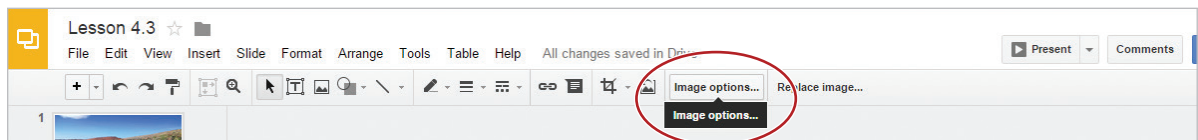
*Hint: Numbers will automatically appear on the next line when you hit Enter.*

13. Delete the right column text box and insert two Hawaiian culture-themed images. Resize and position as shown in 4.3 Figure A.

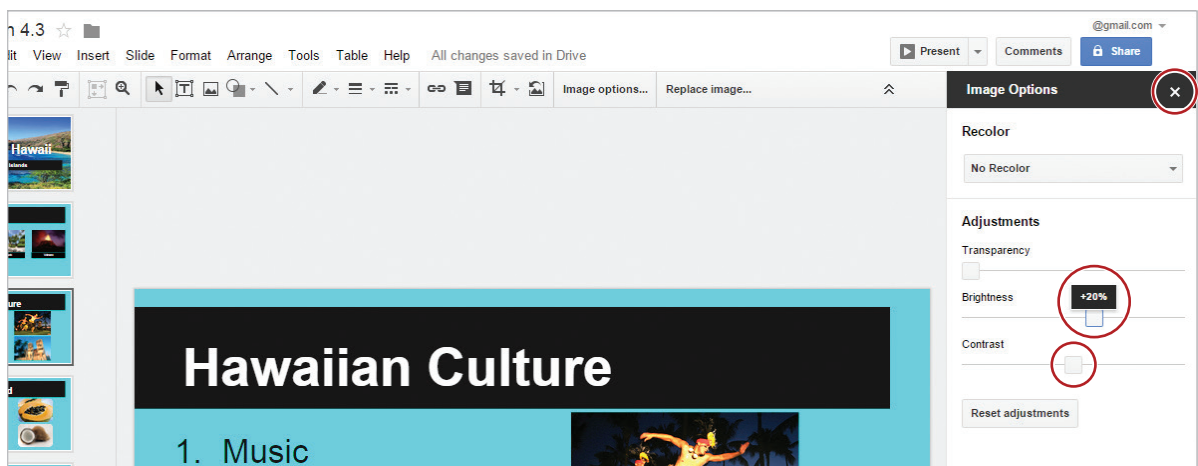


14. **Use Image Options.** To adjust the brightness and contrast of an image, do the following:

- a. Select an image, then click the **Image options** button.



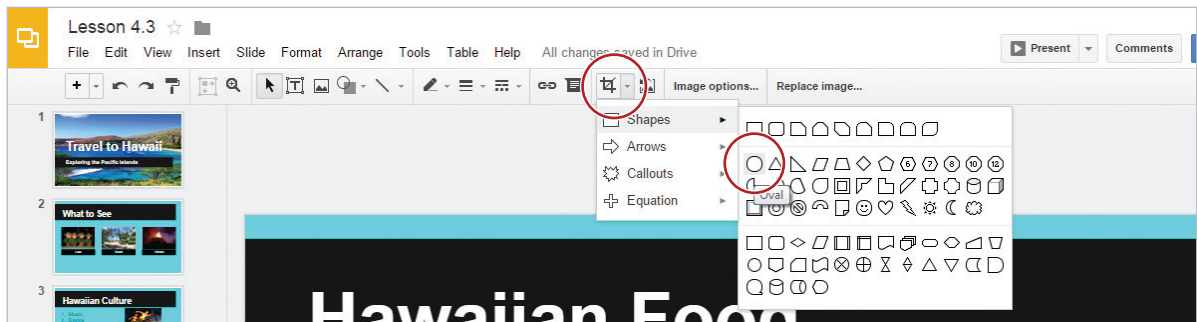
- b. In the **Image Options** panel, **Adjustments** section, use the **Brightness** and **Contrast** sliders to enhance the look of your images, then click the **X** to close the Image Options panel.



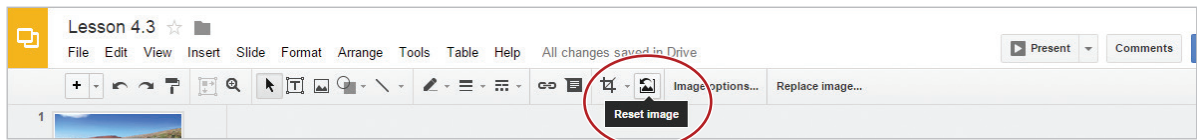
**SLIDE 4**

15. Type the title and bulleted list, then change the background color to cyan.
16. Delete the text box on the right side of the slide, insert an image of a papaya, then resize and position as shown in 4.3 Figure A.
17. **Mask an Image.** To change the shape of an image, select the image, click the **Mask image** drop-down menu, select **Shapes**, then select the **Oval** shape.

*Note: Your image should now be oval shaped.*



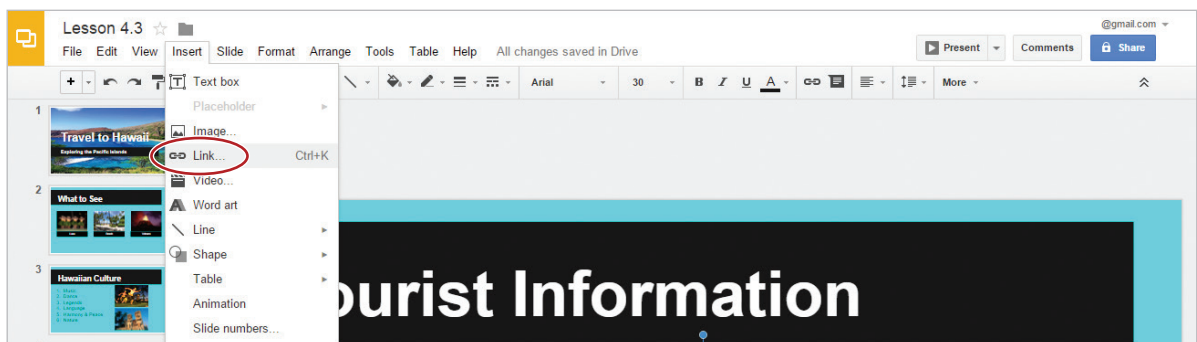
18. **Reset an Image.** To reset an image to its original format, select the image, then click the **Reset image** icon.



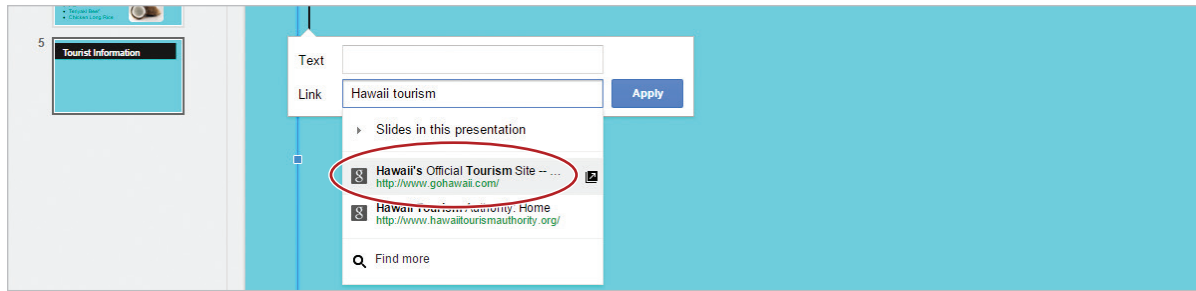
19. Insert an image of a coconut, then resize and position as shown in 4.3 Figure A.
20. Mask each image with a rounded rectangle.

**SLIDE 5**

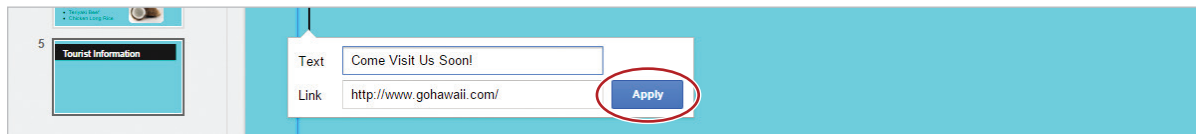
21. Type the title and change the background color to cyan.
22. **Insert a Link.** To insert a hyperlink for quick access to a web page, do the following:
  - a. Click in the text box on the left, then from the **Insert** menu, select **Link**.



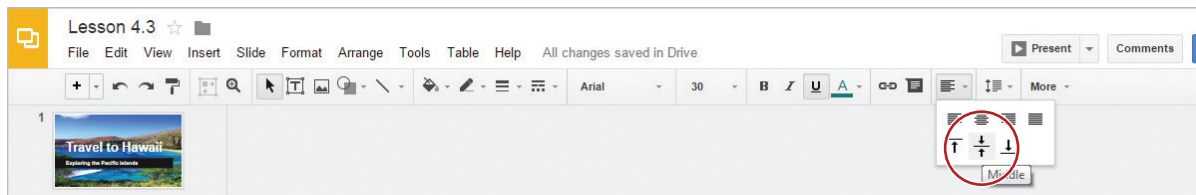
- b. In the **Link** field, type [Hawaii tourism], then select **Hawaii's Official Tourism Site**.



- c. In the **Text** field, type [Come Visit Us Soon!], then click **Apply**.



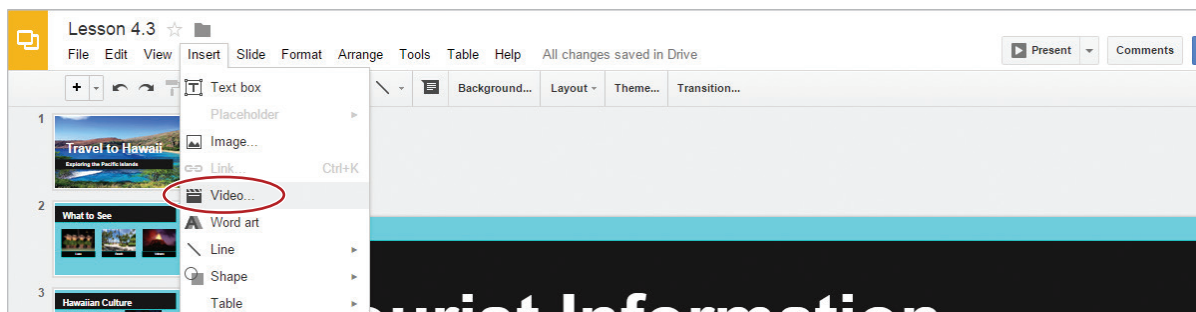
23. **Vertically Align Text.** To vertically center align text to the middle of a text box, select the text, then from the **Align** drop-down menu, select **Middle**.



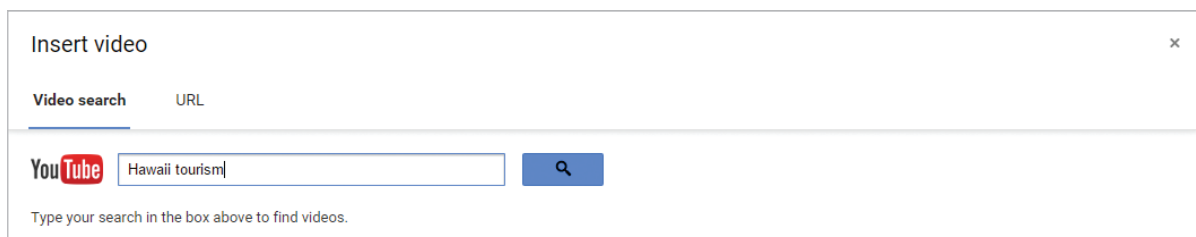
24. Delete the text box on the right.

25. **Insert a Video.** To add a video clip to a slide, do the following:

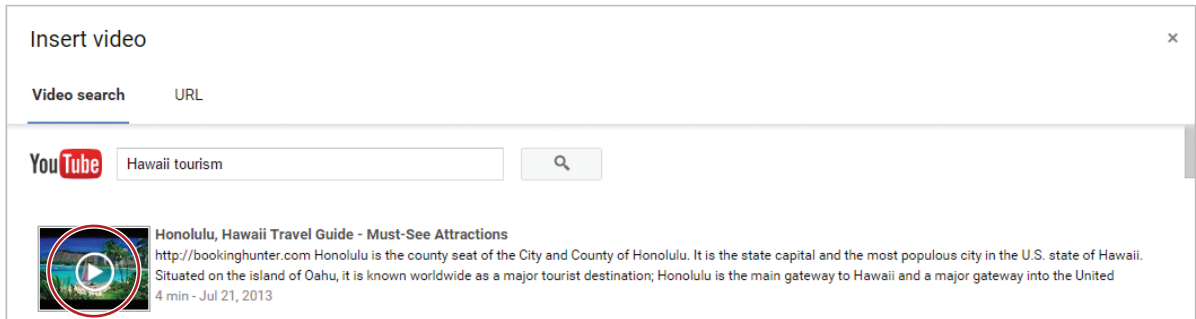
- a. From the **Insert** menu, select **Video**.



- b. In the YouTube search box, type [Hawaii tourism], then hit **Enter**.



- c. Click the **Play** symbol to preview a video.

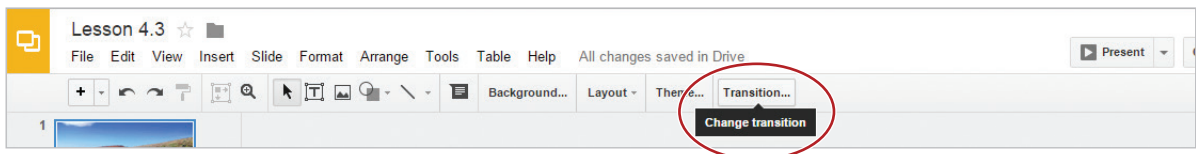


- d. Double-click the video link to insert it into your presentation, then resize and position as shown in 4.3 Figure A.

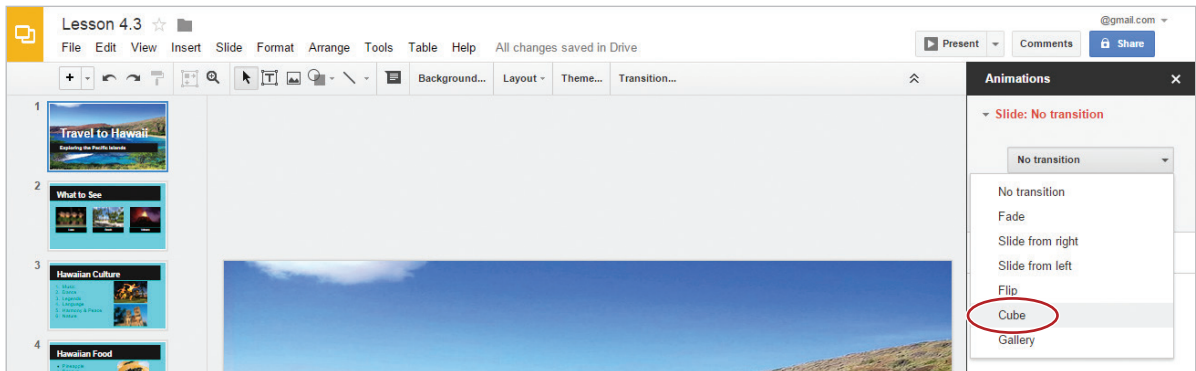
26. **Delete a Slide.** To delete a slide from your presentation, click the Slide 6 thumbnail, then hit the Delete key. Alternatively, you can select the Slide 6 thumbnail, **right-click**, and select **Delete slide**.

27. **Apply Transitions.** To add interest when advancing from one slide to the next, do the following:

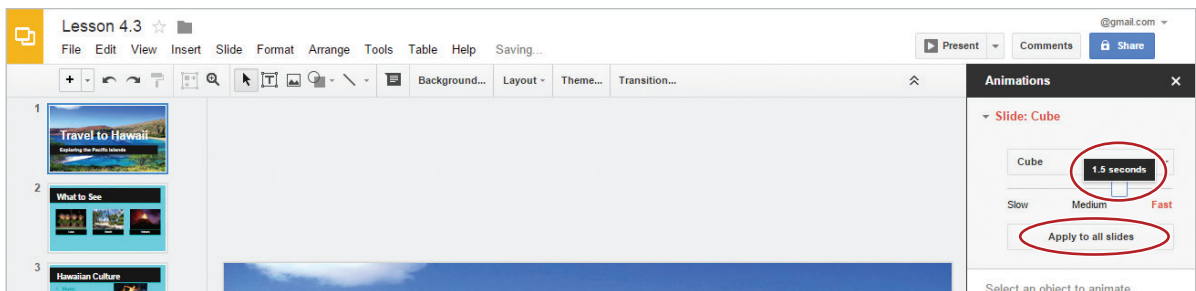
- a. Click the Slide 1 thumbnail, then click the **Transition** button.



- b. In the **Animations** panel, **Transition type** drop-down menu, select **Cube**.



- c. Using the **Duration** slider, adjust the speed of the transition to **1.5 seconds**, then click the **Apply to all slides** button so transitions will be inserted between each slide.







**28. Automatically Advance Slides.** To automatically move from one slide to the next (without clicking), from the **Present** drop-down menu, select **Present from beginning**, then click **Play**.

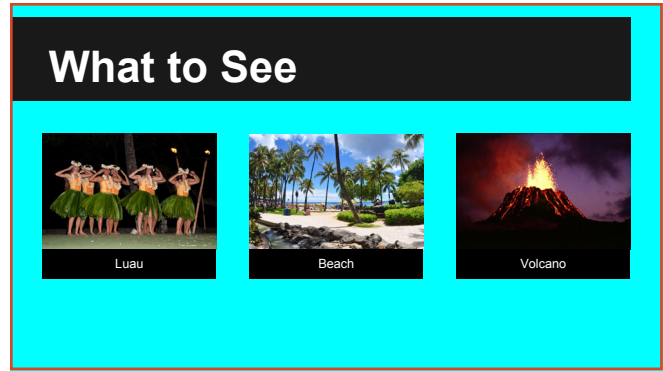


- 29. Proofread your presentation for accuracy and format.
- 30. Your presentation should look similar to 4.3 Figure A.
- 31. Share or print your presentation if required.

4.3 Figure A



Slide 1 | Layout: Title Slide



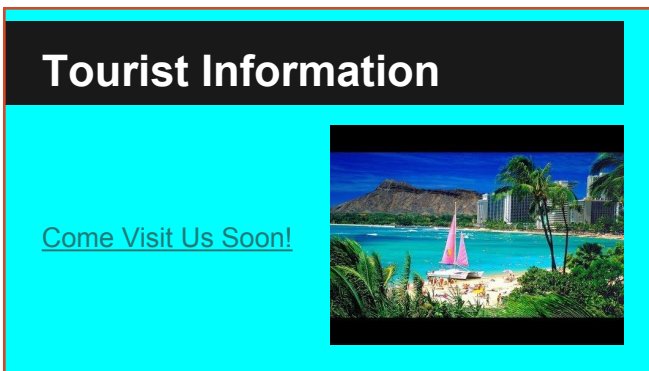
Slide 2 | Layout: Title Only



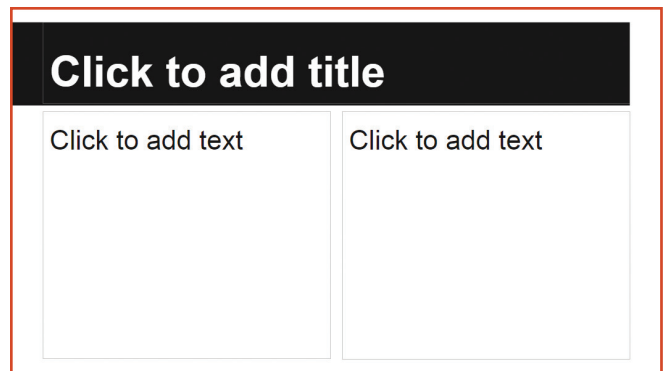
Slide 3 | Layout: Title and Two Columns



Slide 4 | Layout: Title and Two Columns



Slide 5 | Layout: Title and Two Columns



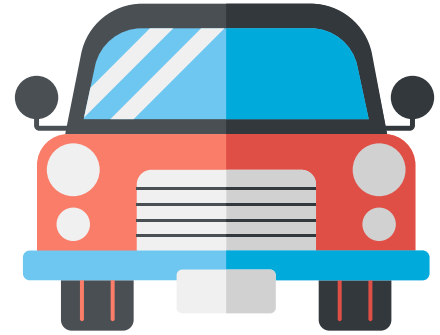
Slide 6 | Layout: Title and Two Columns

# Safe Cars for Teens

*Collaborating with Slides*

## Overview

Choosing a safe and affordable car is important, and doing research helps teens and parents make good decisions. The Insurance Institute for Highway Safety is a resourceful web site that provides data related to safe cars. In this collaborative project, you and a partner will create a presentation that provides information about affordable cars that are safest for teen drivers.



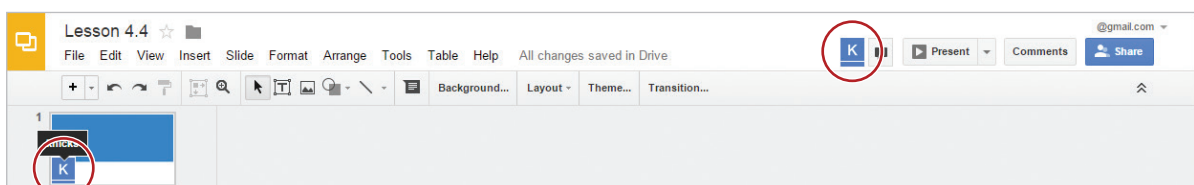
*In this lesson, you and a partner will collaborate by editing a shared presentation.*

## New Skills

Collaborate • Insert a Table • Copy and Paste • Insert an Animation

## Instructions

1. In order to complete this lesson, you must be assigned a partner with whom you will collaborate. Once partners have been assigned, determine who will take on the role of Student A and who will take on the role of Student B.
2. Before you begin, carefully review all of the instructions in this lesson.
3. **STUDENT A** will be responsible for editing slides 1-3, and **STUDENT B** will be responsible for editing slides 4-6.
4. **STUDENT A:** In your My Slides folder, create a new presentation, select the Biz theme, and name it Lesson 4.4.
5. **STUDENT A:** Share the presentation with **STUDENT B**. Assign them permission to edit and be sure to include a note informing **STUDENT B** that you have shared a document with them.
6. **STUDENT A:** Add five additional Title only slides.
7. **STUDENT B:** In your **Shared with Me** drive, open Lesson 4.4.
8. **Collaborate.** When more than one person is simultaneously editing a slide, each person's Insertion Point is a different color. A colored box will also appear at the top of the screen.



**SLIDE 1 (STUDENT A)**

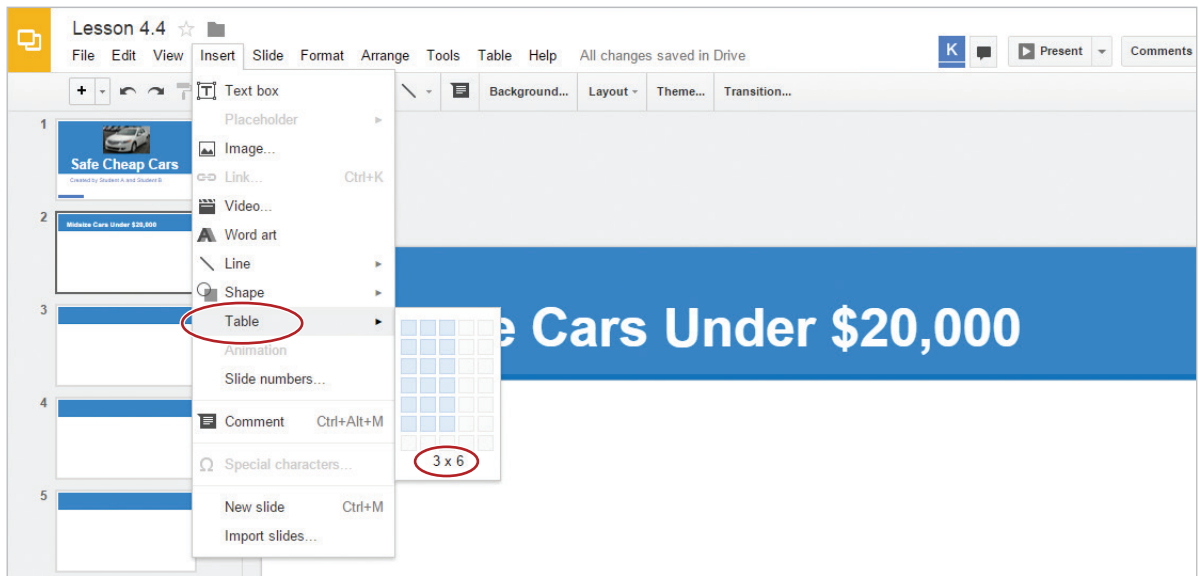
9. Type the title and subtitle, change the font size of the title to 60, then add an image similar to the one shown in 4.4 Figure A.

**SLIDE 2 (STUDENT A)**

10. Type the title.

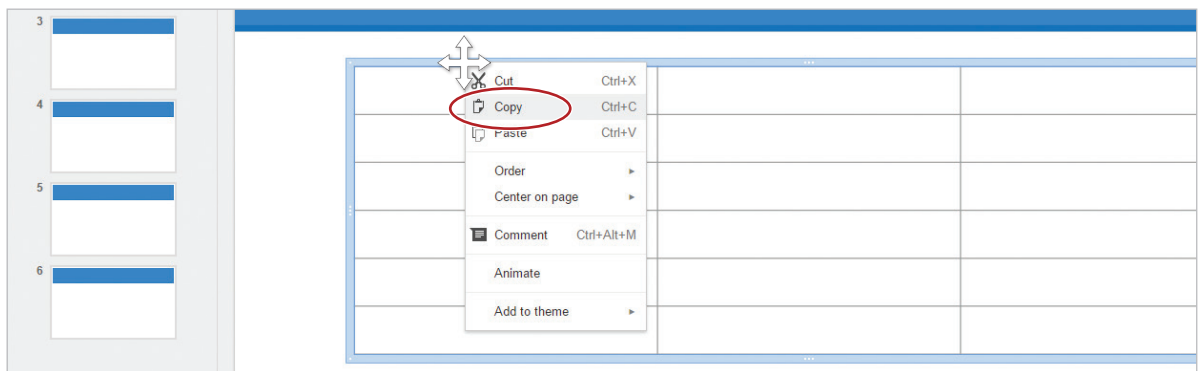


11. **Insert a Table.** To insert a table to organize information with columns and rows, from the **Table** menu, select **Insert table** with **3 columns** and **6 rows**.

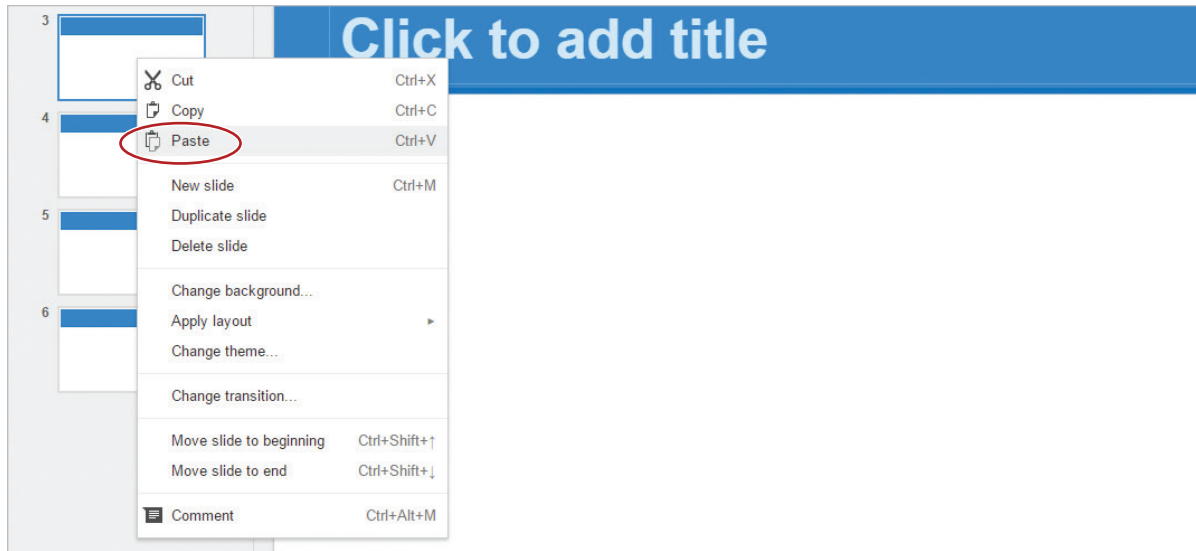


12. **Copy and Paste.** To copy text or an object and duplicate it in another position in your presentation, do the following:

13. Select your table, place your cursor over the thick blue border, right-click when it becomes a four-sided arrow, then select **Copy**.



14. Click on the Slide 3 thumbnail, right-click, select **Paste**, then return to Slide 2.



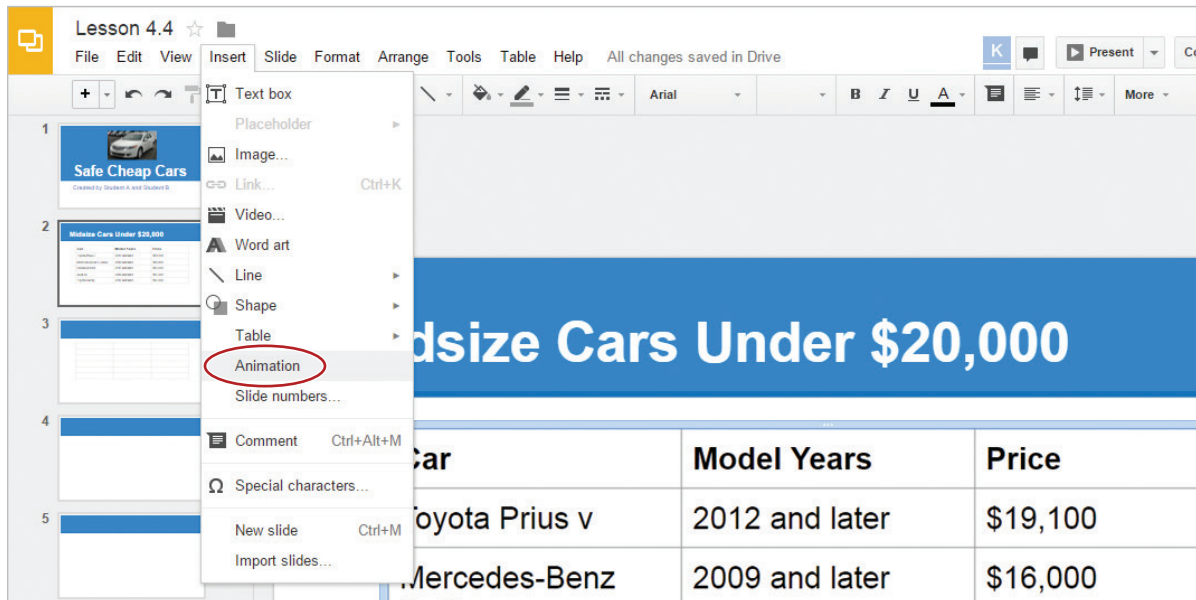
15. Type the text into the table exactly as shown on 4.4 Figure A.

16. Bold the text in row 1 and change the font size of the entire table to 20.



17. **Insert an Animation:** To make a presentation more interesting by animating text or objects, do the following:

- a. Click on the table to select it.
- b. From the **Insert** menu, select **Animation**.



- c. From the **Animations** panel, **Animation** type drop-down menu, select **Fly in from left**.

The screenshot shows the Google Slides interface for a presentation titled "Lesson 4.4". The current slide is titled "Midsize Cars Under \$20,000" and contains a table with the following data:

Car	Model Years	Price
Toyota Prius v	2012 and later	\$19,100
Mercedes-Benz C-Class	2009 and later	\$16,000
Honda Accord	2012 and later	\$14,400
Audi A4	2009 and later	\$14,300
Toyota Camry	2012 and later	\$14,300

The Animations panel on the right shows the current animation set to "Slide: No transition". The "Animation" type dropdown menu is open, and "Fly in from left" is selected and circled in red.

- d. From the **Start condition** drop-down menu shown below, select **With previous**.
- e. Click **Play** (shown below) to preview the animation.
- f. Click the **X** (shown below) to close the animation menu.

The screenshot shows the same Google Slides interface as before. The Animations panel now shows the animation type set to "Fly in from left" and the "Start condition" dropdown menu is open, with "With previous" selected and circled in red. The "Play" button is also circled in red. The "X" button to close the Animations panel is also circled in red.

### SLIDE 3 (STUDENT A)

18. To complete Slide 3, using the content shown in 4.4 Figure A, type the title and repeat steps 15-17.

**SLIDE 4 (STUDENT B)**

*Important Note: As you create slides 4-6, carefully review instructions 10-17 for visual reference.*

19. Type the title.



**20. Insert a Table.** To insert a table to organize information with columns and rows, from the **Table** menu, select **Insert table** with **3 columns** and **6 rows**.



**21. Copy and Paste.** To copy text or an object and duplicate it in another position in your presentation, do the following:

- a. Select your table, place your cursor over the thick blue border, right-click when it becomes a four-sided arrow, then select **Copy**.
- b. Click on the slide 5 thumbnail, right-click, select **Paste**, then return to slide 4.

22. Type the text into the table exactly as shown on 4.4 Figure A.

23. Bold the text in row 1 and change the font size of the table to 20.



**24. Insert an Animation:** To make a presentation more interesting by animating text or objects, do the following:

- a. Click on the table to select it.
- b. From the **Insert** menu, select **Animation**.
- c. From the **Animations** panel, **Animation type** drop-down menu, select **Fly in from right**.
- d. From the **Start condition** drop-down menu, select **With previous**.
- e. Click **Play** to preview the animation.
- f. Click the **X** to close the animation menu.

**SLIDE 5 (STUDENT B)**

25. To complete Slide 5, using the content shown in 4.4 Figure A, type the title and repeat steps 22-24.

**SLIDE 6 (STUDENT B)**


26. Type the title and add an image similar to the one shown in 4.4 Figure A.

**27. STUDENTS A and B:** When both partners have completed the slides, view your presentation from the beginning.

28. Proofread your presentation for accuracy and format. Your presentation should look similar to 4.4 Figure A.

29. Share or print your presentation if required.

4.4 Figure A



## Safe Cars for Teens

Created by <Student A and Student B>

 **Slide 1** | Layout: Title Slide

## Midsize Cars Under \$20,000

Car	Model Years	Price
Toyota Prius v	2012 and later	\$19,100
Mercedes-Benz C-Class	2009 and later	\$16,000
Honda Accord	2012 and later	\$14,400
Audi A4	2009 and later	\$14,300
Toyota Camry	2012 and later	\$14,300

 **Slide 2** | Layout: Title Only

## Large Cars Under \$20,000

Car	Model Years	Price
Saab 9-5	2010 and later	\$17,500
Lincoln MKS	2009 and later	\$15,500
Buick Regal	2011 and later	\$13,500
Ford Taurus	2010 and later	\$13,500
Buick LaCrosse	2010 and later	\$12,900

 **Slide 3** | Layout: Title Only

## Midsize Cars Under \$10,000

Car	Model Years	Price
Subaru Legacy	2009	\$9,900
BMW 3-series	2006 and later	\$9,300
Mazda 6	2009 and later	\$8,900
Saturn Aura	2009	\$8,800
Acura TL	2004 and later	\$7,900


 **Slide 4** | Layout: Title Only

## Large Cars Under \$10,000

Car	Model Years	Price
Acura RL	2005 and later	\$9,700
Mercury Sable	2009	\$9,700
Kia Amanti	2009	\$9,500
Ford Taurus	2009	\$9,100
Audi A6	2005 and later	\$8,300

 **Slide 5** | Layout: Title Only

## Whatever You're Driving, Be Safe!



 **Slide 6** | Layout: Title Only