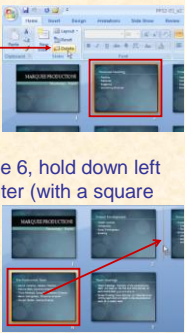





Skills	
Links to Activities 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 2.10 2.11	<ul style="list-style-type: none"> • Open a presentation and save it with a new name • Rearrange, delete, and hide slides • Increase and decrease the indent of text • Select, cut, copy, and paste text • Apply font and font effects • Find and replace fonts • Apply formatting with Format Painter • Change alignment and line and paragraph spacing

Skills	
Links to Activities 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 2.10 2.11	<ul style="list-style-type: none"> • Change the design theme, theme color, and theme font • Insert, size, and move images • Insert and format clip art images • Insert and format a SmartArt organizational chart • Insert and format a SmartArt diagram • Apply animation to an object in a slide

ACTIVITY 2.1	Rearranging, Deleting, and Hiding Slides
Links to Activities 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 2.10 2.11	<ul style="list-style-type: none"> • Open PowerPoint, click Open on Quick Access toolbar. • At Open dialog box, make PowerPointS2 folder active then double-click <i>MPPProject.pptx</i>. • Click Office then click Save As. • At Save As dialog box, type PPS2-01 in <i>File name</i> text box then press Enter.

ACTIVITY 2.1	Rearranging, Deleting, and Hiding Slides
Links to Activities 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 2.10 2.11	<ul style="list-style-type: none"> • Click Slide Sorter in View area on Status bar. • Click Slide 2 to select it then click Delete in Home tab. • Click Slide 6 to make it active. • Position mouse pointer on Slide 6, hold down left mouse button, drag arrow pointer (with a square attached) to left of Slide 3, then release mouse. • Click Normal in View area on Status bar. 

ACTIVITY 2.1	Rearranging, Deleting, and Hiding Slides
Links to Activities 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 2.10 2.11	<ul style="list-style-type: none"> • Click Slides tab in Slides/Outline pane. • Scroll down Slides/Outline pane until Slide 7 displays, position mouse pointer on Slide 7 miniature, hold down left mouse button, drag up until a thin, horizontal line displays immediately below Slide 2 miniature, then release mouse. 

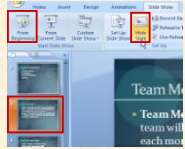
ACTIVITY 2.1

Rearranging, Deleting, and Hiding Slides

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select Slide 3 miniature in Slides/Outline pane, hide slide by clicking Slide Show tab then clicking Hide Slide.
- To run presentation click From Beginning in Start Slide Show group then click left mouse button to advance each slide.
- After running presentation, to redisplay hidden slide, select Slide 3 miniature in Slides/Outline pane then click Hide Slide.
- To save **PPS2-01.pptx** click Save on Quick Access toolbar.



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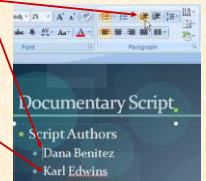
ACTIVITY 2.2

Increasing and Decreasing Text Level Indent; Cutting, Copying, and Pasting Text

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Open **PPS2-01.pptx**, click Home tab then display Slide 5 in Slide pane.
- To promote names below *Script Authors*, position mouse pointer immediately left of *D* in *Dana*, click left mouse button, then click Decrease List Level in Home tab.
- Position insertion point immediately left of *K* in *Karl* in Slide 5 then promote text to previous level by pressing Shift + Tab.



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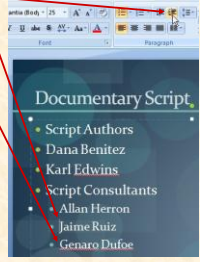
ACTIVITY 2.2

Increasing and Decreasing Text Level Indent; Cutting, Copying, and Pasting Text

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Demote two names below *Script Consultants* by clicking immediately left of *J* in *Jaime* then clicking Increase List Level in Home tab.
- Position insertion point immediately left of *G* in *Genaro* then press Tab.



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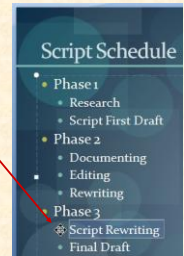
ACTIVITY 2.2

Increasing and Decreasing Text Level Indent; Cutting, Copying, and Pasting Text

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Display Slide 6 in Slide pane.
- Position mouse pointer on bullet that displays before *Script Rewriting* until it turns into a four-headed arrow then click left mouse button.
- Press Delete.



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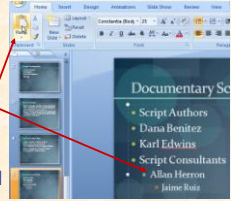
ACTIVITY 2.2

Increasing and Decreasing Text Level Indent; Cutting, Copying, and Pasting Text

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Display Slide 5 in Slide pane, position mouse pointer on bullet that displays before *Genaro Dufoe* until it turns into a four-headed arrow, then click left mouse button.
- Click Cut in Home tab.
- Position mouse pointer immediately left of *A* in *Allan Herron*, click left mouse button, then click Paste button in Clipboard group.



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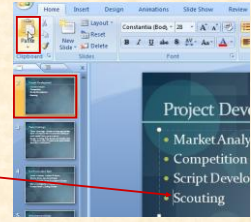
ACTIVITY 2.2

Increasing and Decreasing Text Level Indent; Cutting, Copying, and Pasting Text

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select *Script Authors* then click Copy.
- Make Slide 2 active, position insertion point immediately left of *S* in *Scouting*, then click Paste.
- Save **PPS2-01.pptx**.



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ACTIVITY 2.2

Selecting Text

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- **Double-click** word to select entire word.
- **Triple-click** anywhere in paragraph to select entire paragraph.
- **Ctrl + click** anywhere in sentence to select entire sentence.
- **Click and drag** with mouse to select text mouse pointer passes through.
- Click **Select** button in Editing group then click **Select All**; or press **Ctrl + A** to select all text in selected object box.



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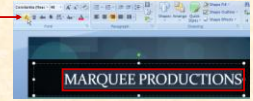
ACTIVITY 2.3

Applying Fonts and Font Effects

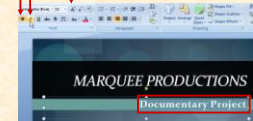
Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Open **PPS2-01.pptx**, display Slide 1 in Slide pane.
- Select title **MARQUEE PRODUCTIONS** then click **Italic** in Home tab.



- Select subtitle **Documentary Project**, click **Increase Font Size**, **Bold**, then **Italic** in Font group.



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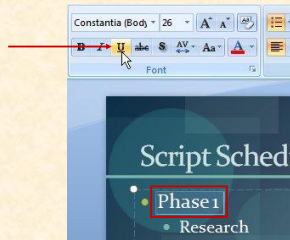
ACTIVITY 2.3

Applying Fonts and Font Effects

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Make Slide 6 active in Slide pane, select text **Phase 1**, then click **Underline**.



- Select then underline **Phase 2** and **Phase 3**.



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ACTIVITY 2.3

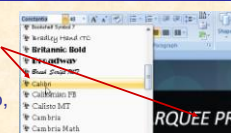
Applying Fonts and Font Effects

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Make Slide 1 active.

- Select **MARQUEE PRODUCTIONS**, click **Font** arrow in Font group, then click **Calibri**.



- Select **Documentary Project**, click **Font** arrow, then click **Calibri**.

- Make Slide 6 active, select text **Phase 1**, click **Underline** to remove underlining, then click **Bold** to apply bold formatting.



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ACTIVITY 2.3

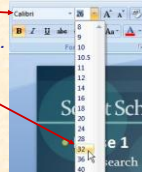
Applying Fonts and Font Effects

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- With **Phase 1** selected, click **Font** button arrow then click **Calibri**.

- Click **Font Size** arrow then click **32**.



- Select **Phase 2**, remove underlining, turn on bold, change font to **Calibri**, and change font size to **32**.

- Select **Phase 3**, remove underlining, turn on bold, change font to **Calibri**, and change font size to **32**.



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ACTIVITY 2.3

Applying Fonts and Font Effects

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

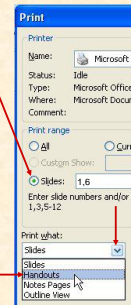
- To print slides 1 and 6, press **Ctrl + P** to display **Print** dialog box.

- Click **Slides** option in **Print range** section then type **1,6**.

- Click down-pointing arrow at right side of **Print what** box then click **Handouts** at drop-down list.

- Click **OK** to close **Print** dialog box.

- Save **PPS2-01.pptx**.



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ACTIVITY 2.4

Changing the Font at the Font Dialog Box; Replacing Fonts

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Open PPS2-01.pptx and make Slide 1 active.
- Select title *MARQUEE PRODUCTIONS*.
- Click Font dialog box launcher in Home tab.



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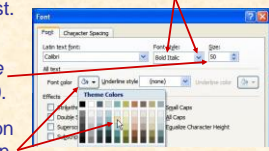
ACTIVITY 2.4

Changing the Font at the Font Dialog Box; Replacing Fonts

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- At Font dialog box, click down-pointing arrow at right side of *Font style* option box then click **Bold Italic** at drop-down list.
- Select current measurement in *Size* text box then type **50**.
- Click Font color button in *All text* section then click **Teal, Accent 1, Lighter 60%**.
- Click OK to close Font dialog box.



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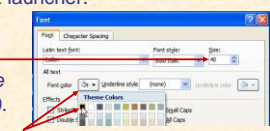
ACTIVITY 2.4

Changing the Font at the Font Dialog Box; Replacing Fonts

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select subtitle *Documentary Project*.
- Click Font dialog box launcher.
- At Font dialog box, select current measurement in *Size* text box then type **40**.
- Click Font color button in *All text* section then click black color (*Black/Background 1*) that displays in upper left corner of color palette.
- Click OK to close Font dialog box.



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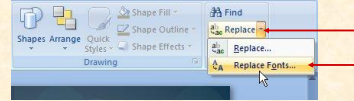
ACTIVITY 2.4

Changing the Font at the Font Dialog Box; Replacing Fonts

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Make Slide 2 active.
- To replace all occurrences of Constantia font with Cambria font, click Replace arrow in Editing group in Home tab then click *Replace Fonts*.



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ACTIVITY 2.4

Changing the Font at the Font Dialog Box; Replacing Fonts

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- At Replace Font dialog box, click down-pointing arrow at right side of Replace option box then click *Constantia*.
- Click down-pointing arrow at right side of *With* box then click *Cambria*.
- Click Replace button then click Close.
- Save PPS2-01.pptx.



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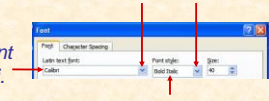
ACTIVITY 2.5

Formatting with Format Painter

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Open PPS2-01.pptx, make sure Slide 2 is active.
- Select title *Project Development*.
- Click Font dialog box launcher.
- Click down-pointing arrow in *Latin text font* box then click *Calibri*.
- Click down-pointing arrow at right side of *Font style* box then click **Bold Italic**.



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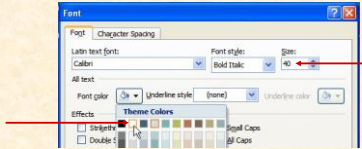
ACTIVITY 2.5

Formatting with Format Painter

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Select current measurement in *Size* text box then type **40**.



- Click Font color button in *All text* section then click white (*White, Text 1*).
- Click OK to close Font box.



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ACTIVITY 2.5

Formatting with Format Painter

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- At slide, deselect text by clicking in slide outside selected text.
- Click anywhere in title *Project Development*.



- Double-click Format Painter in Home tab.
- Click Next Slide to display Slide 3.



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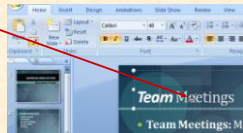
ACTIVITY 2.5

Formatting with Format Painter

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Use mouse to click *Team* then click word *Meetings*.



- Click Next Slide to display Slide 4.
- Use mouse to click each word in *Pre-Production Team*.
- Apply formatting to titles in remaining three slides.
- When formatting has been applied to all slide titles, click Format Painter in Home tab.
- Save **PPS2-01.pptx**.



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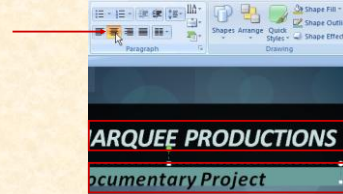
ACTIVITY 2.6

Changing Alignment and Line and Paragraph Spacing

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Open **PPS2-01.pptx**, make Slide 1 active.
- Click anywhere in *Documentary Project* then click Center in Home tab.



- Click anywhere in text *Marquee Productions* then click Center.



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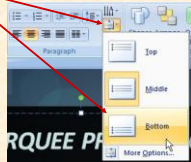
ACTIVITY 2.6

Changing Alignment and Line and Paragraph Spacing

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Click Align Text in Paragraph group then click *Bottom*.



- Make Slide 3 active, click once in bulleted text, then press **Ctrl + A** to select all bulleted text.
- Justify text by clicking Justify in Paragraph group.
- Click Align Text in Paragraph group then click *Middle* at drop-down list.



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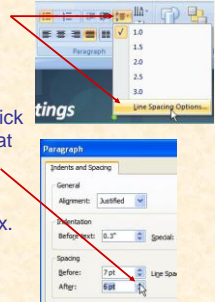
ACTIVITY 2.6

Changing Alignment and Line and Paragraph Spacing

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- With bulleted text selected, click Line Spacing then click *Line Spacing Options* at drop-down list.



- At Paragraph dialog box, click once on up-pointing arrow at right side of *After* option in Spacing section.
- Click OK to close dialog box.



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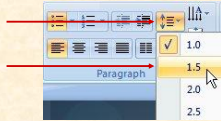
ACTIVITY 2.6

Changing Alignment and Line and Paragraph Spacing

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make Slide 4 active.
- Click once in bulleted text then to select all bulleted text click Select in Home tab then click *Select All*.
- Click Line Spacing then click 1.5.



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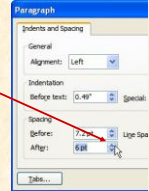
ACTIVITY 2.6

Changing Alignment and Line and Paragraph Spacing

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make Slide 7 active.
- Click once in bulleted text then press Ctrl + A.
- Click Line Spacing in Paragraph group then click *Line Spacing Options*.
- At Paragraph dialog box, click once on up-pointing arrow at right side of *After* option in *Spacing* section.
- Click OK to close dialog box.
- Save **PPS2-01.pptx**.



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ACTIVITY 2.6

Alignment Keyboard Shortcuts

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Use **Ctrl + L** to left-align
- Use **Ctrl + E** to center-align
- Use **Ctrl + R** to right-align
- Use **Ctrl + J** To justify-align



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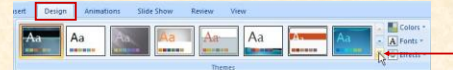
ACTIVITY 2.7

Changing the Design Theme, Theme Color, and Theme Font

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Open **PPS2-01.pptx** and click Design tab.
- Click More button at right side of Themes icons.
- At Themes drop-down gallery, click *Oriel* theme.



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ACTIVITY 2.7

Changing the Design Theme, Theme Color, and Theme Font

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Run presentation beginning with Slide 1 and note how theme change affects slides.
- Display presentation in Normal view, make Slide 2 active, then click Design tab.
- Click Colors in Themes group then click *Foundry*.
- Run presentation beginning with Slide 1 and note how color change affected slides.
- Click Design tab, click Colors, then click *Urban*.



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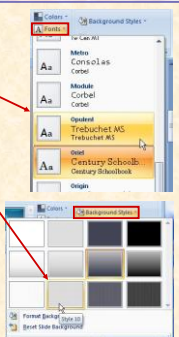
ACTIVITY 2.7

Changing the Design Theme, Theme Color, and Theme Font

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make Slide 2 active.
- Click Fonts in Themes group then click *Opulent*.
- To apply a background style click Background Styles in Background group then click *Style 10* option.
- Run presentation beginning with Slide 1.



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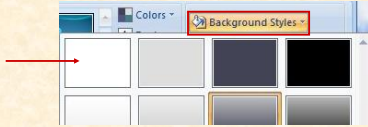
ACTIVITY
2.7

Changing the Design Theme, Theme Color, and Theme Font

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- To remove background style click Design tab, click Background Styles, then click *Style 1* at drop-down gallery.



- Make Slide 1 active.



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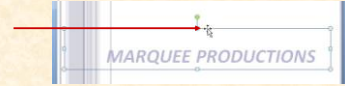
ACTIVITY
2.7

Changing the Design Theme, Theme Color, and Theme Font

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- To delete title and placeholder click in title text, position mouse pointer on placeholder border until pointer displays with four-headed arrow attached, then click left mouse button, with placeholder selected, press Delete.



- Position mouse pointer on *CLICK TO ADD TITLE* placeholder border until pointer displays with four-headed arrow attached, click left mouse button, then press Delete.

- Save **PPS2-01.pptx**.



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ACTIVITY
2.8

Inserting, Sizing, and Moving an Image

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Open **PPS2-01.pptx** and make Slide 1 active.
- To insert company logo in new slide as shown click Insert tab then click Picture in Illustrations group.



- At Insert Picture box, navigate to PowerPoint2 folder on your disk then double-click file named **MPLoGo.jpg**.



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ACTIVITY
2.8

Inserting, Sizing, and Moving an Image

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Increase size of logo by clicking in *Shape Width* box in Size group, typing **7**, then pressing Enter.



- To move logo as shown, position mouse pointer on image until pointer displays with four-headed arrow attached, drag image to position shown, then release mouse button.



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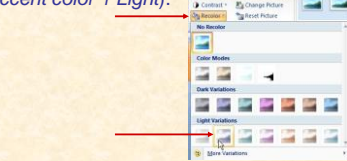
ACTIVITY
2.8

Inserting, Sizing, and Moving an Image

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With image selected, click Recolor in Adjust group then click second option from left in *Light Variations* section (*Accent color 1 Light*).



- Click *Beveled Matte, White* option in Picture Styles group.



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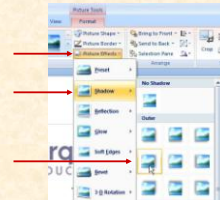
ACTIVITY
2.8

Inserting, Sizing, and Moving an Image

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Picture Effects in Picture Styles group, point to *Shadow*, then click *Offset Right*.



- Click outside logo to deselect it.

- Save **PPS2-01.pptx**.



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ACTIVITY
2.9

Inserting and Formatting Clip Art Images

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Open PPS2-01.pptx, make Slide 7 active.
- To insert new slide click New Slide in Home tab.
- Click *CLICK TO ADD TEXT* then type **Travel Arrangements**.
- Click *Click to add text* then type text as shown.



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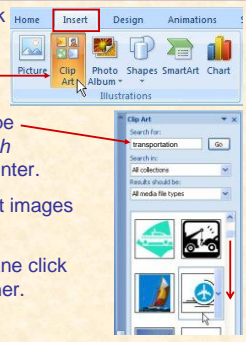
ACTIVITY
2.9

Inserting and Formatting Clip Art Images

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Insert tab then click Clip Art in Illustrations group.



- At Clip Art task pane, type **transportation** in Search for text box then press Enter.
- Scroll down list of clip art images then click image shown.
- To close Clip Art task pane click Close in upper right corner.



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ACTIVITY
2.9

Inserting and Formatting Clip Art Images

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- To recolor image to complement slide design click Recolor button in Adjust group in Picture Tools Format tab then click *Accent color 1 Light*.
- Click Brightness in Adjust group then click -20 % at drop-down gallery.



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ACTIVITY
2.9

Inserting and Formatting Clip Art Images

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
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- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Picture Effects in Picture Styles group, point to *Shadow*, then click *Offset Diagonal Top Right* option.



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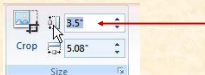
ACTIVITY
2.9

Inserting and Formatting Clip Art Images

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click in *Shape Height* box, type **3.5**, then press Enter.



- Using mouse, drag image so it is positioned as shown.



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ACTIVITY
2.9

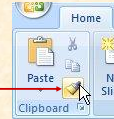
Inserting and Formatting Clip Art Images

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Make Slide 7 active then click Home tab.

- Click on any character in title *PRE-PRODUCTION ASSIGNMENTS* then double-click on Format Painter in Clipboard group.



- Make Slide 8 active then click each word in title *TRAVEL ARRANGEMENTS*.
- Click Format Painter button to turn feature off.
- Save PPS2-01.pptx.



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ACTIVITY 2.10

Inserting and Formatting a SmartArt Organization Chart

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Open **PPS2-01.pptx**, make Slide 2 active then click New Slide in Home tab.
- To create organizational chart, click Insert tab then click SmartArt in Illustrations group.
- At Choose a SmartArt Graphic box, click *Hierarchy* in left panel of dialog box then double-click first option in middle panel, *Organization Chart*.



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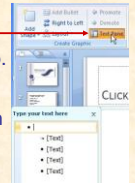
ACTIVITY 2.10

Inserting and Formatting a SmartArt Organization Chart

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- If a *Type your text here* window displays, close it by clicking Text Pane button in Create Graphic group.
- To delete one box in organizational chart click border of second box from top at left side to select border then press Delete.
- With bottom left box selected, click Add Shape in Create Graphic group.



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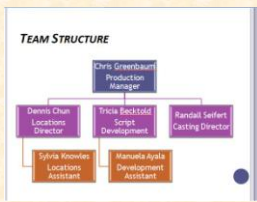
ACTIVITY 2.10

Inserting and Formatting a SmartArt Organization Chart

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Click middle bottom box then click Add Shape.
- Click [Text] in top box, type **Chris Greenbaum**, press Enter, then type **Production Manager**. Click in each remaining box then type text as shown.



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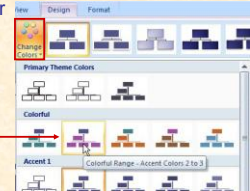
ACTIVITY 2.10

Inserting and Formatting a SmartArt Organization Chart

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Click Change Colors in SmartArt Tools Design tab then click second color option from left in *Colorful* section (*Colorful Range – Accent Colors 2 to 3*).
- Click More button at right side of SmartArt Styles group.



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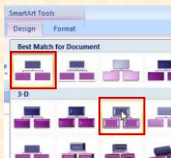
ACTIVITY 2.10

Inserting and Formatting a SmartArt Organization Chart

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Click *Cartoon* option in *3-D* section.
- Click SmartArt Tools Format tab.
- Click Size button at right side of tab, click in Width box, type **8.4**, then press Enter.
- Click *CLICK TO ADD TITLE* then type **Team Structure**.



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ACTIVITY 2.10

Inserting and Formatting a SmartArt Organization Chart

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

- Make Slide 2 active then click Home tab.
- Click on any character in *PROJECT DEVELOPMENT* then double-click Format Painter.
- Make Slide 3 active then click each word in title *TEAM STRUCTURE*.
- Click Format Painter button to turn off feature.
- Save **PPS2-01.pptx**.



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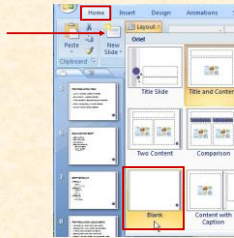
ACTIVITY 2.11

Inserting and Formatting a SmartArt Diagram; Applying Animation to an Object

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Open PPS2-01.pptx, make Slide 9 active then click New Slide in Home tab.



- Click Layout in Slides group then click *Blank* layout.



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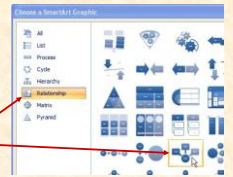
ACTIVITY 2.11

Inserting and Formatting a SmartArt Diagram; Applying Animation to an Object

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- To create diagram, click Insert tab then click SmartArt in Illustrations group.



- At Choose a SmartArt Graphic box, click *Relationship* in left pane of dialog box then double-click third option from left in fifth row (*Converging Radial*).

- Close *Type your text here* window by clicking Close button in upper right corner.



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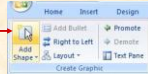
ACTIVITY 2.11

Inserting and Formatting a SmartArt Diagram; Applying Animation to an Object

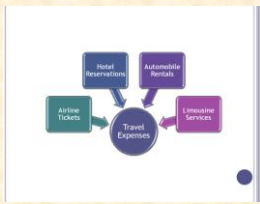
Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Add Shape button in Create Graphic group.



- Click in each shape then insert text shown.



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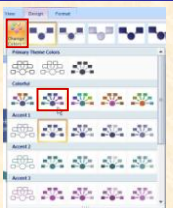
ACTIVITY 2.11

Inserting and Formatting a SmartArt Diagram; Applying Animation to an Object

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click Change Colors in SmartArt Styles group then click second color option from left in *Colorful* section (*Colorful Range-Accent Colors 2 to 3*).



- Click More button at right side of SmartArt Styles group.

- Click *Cartoon* option in *3-D* section.



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ACTIVITY 2.11

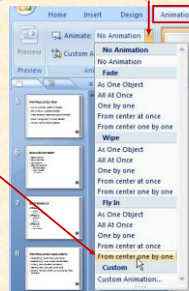
Inserting and Formatting a SmartArt Diagram; Applying Animation to an Object

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- With diagram selected, apply an animation by clicking Animations tab.

- Click down-pointing arrow at right side of *Animate* box in Animations group then click *From center one-by-one* in *Fly In* section.



- Make Slide 3 active then click organizational chart to select it.



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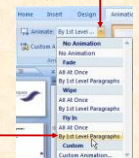
ACTIVITY 2.11

Inserting and Formatting a SmartArt Diagram; Applying Animation to an Object

Links to Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

- Click down-pointing arrow at right side of *Animate* box then click *By branch one by one* in *Wipe* section.



- Click Slide 5 to make it active then click in bulleted text to select placeholder.

- Click down-pointing arrow at right side of *Animate* option box then click *By 1st level paragraphs* in *Fly In* section.

- Make Slide 1 active then run presentation. Click mouse button to advance slides, display individual organizational charts, bulleted items, and diagrams.



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ACTIVITY
2.11

Inserting and Formatting a SmartArt Diagram; Applying Animation to an Object

Links to
Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
- 2.11

• To print presentation as handouts with six slides per page press Ctrl + P to display Print dialog box.

• At Print dialog box, click down-pointing arrow at right side of *Print what* option box then click *Handouts* at drop-down list. Make sure *Slides per page* option shows 6 then click OK.

• Save then close PPS2-01.pptx.

