From the Teacher:

Teacher Name:	Harper		Office Hours
Name of Class:	Computer Applications		M-F 10:00 am to 12:00 pm
Period:	2-6		eharper@tusd.net or text at 209-639-2832

To make it easier for all of us, all your assignments are on this sheet
As you finish the assignments you may email them to me at eharper@tusd.net or text me
 at 209-639-2832. This wont work if you don't understand…reach out and ask your questions!
All assignments should be in the form of an email, except those students that don't have a computer.
You can take a picture with a phone and still email me or turn them in on the due date.

Assignment	Question	Due Date
1	Intro to PowerPoint Starts on Page 1 Need files: PowerPoint Lifestyle and Lifestyle snip…	May 8
2	Skill Review Page 607 Need files ppt 01 Sustainability and SR snip	May 8
3	Skills Assessment page 613 Need files sa1 bike, sa1 bike park and sa1 Bike lane	May 15
4	Skills Challenge 1 page 26 Files needed SC1invest SC1invest image	May 15
5	Skills Challenge 2 Page 26 Files needed SC2 events	May 15

All the files and the PowerPoint chapter 1 have been emailed to your Portal Account
Login to the student portal…
Id#@student.tusd.net
The password is the same as you used to get into the computer in class.
Problems—email me at eharper@tusd.net

Time to complete all 10
skills – 60 to 75 minutes

60-75 min.

Student data files needed for this chapter:
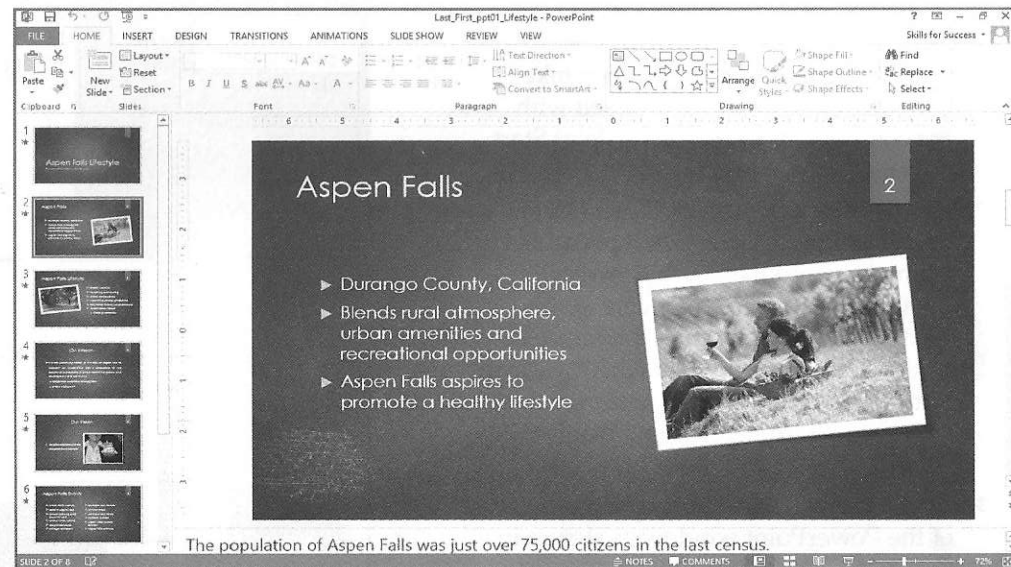
ppt01_Lifestyle   ppt01_CityHall

ppt01_Vision

You will save your files as:

Last_First_ppt01_Lifestyle

Last_First_ppt01_LifestyleSnip

Outcome

Using the skills in this chapter, you will be able to create slides like this:

SKILLS

MyITLab®
Skills 1-10 Training

At the end of this chapter, you will be able to:

Skill 1   Open, View, and Save Presentations

Skill 2   Edit and Replace Text

Skill 3   Format Slide Text

Skill 4   Check Spelling and Use the Thesaurus

Skill 5   Insert Slides and Modify Slide Layouts

Skill 6   Insert and Format Pictures

Skill 7   Organize Slides in Slide Sorter View

Skill 8   Apply Slide Transitions and View Slide Shows

Skill 9   Insert Headers and Footers and Print Handouts

Skill 10 Add Notes Pages and Use Presenter View

MORE SKILLS

Skill 11 Add Online Pictures

Skill 12 Print Presentations, Notes Pages, and Custom Ranges

Skill 13 Move and Delete Slides in Normal View

Skill 14 Change Slide Size and Orientation

▶ When you start PowerPoint 2013, the **Start screen** displays. From the Start screen, you can view a list of recently opened presentations, create a new presentation, or open an existing presentation.

▶ A **slide** is an individual page in a presentation and can contain text, pictures, tables, charts, and other multimedia or graphic objects.

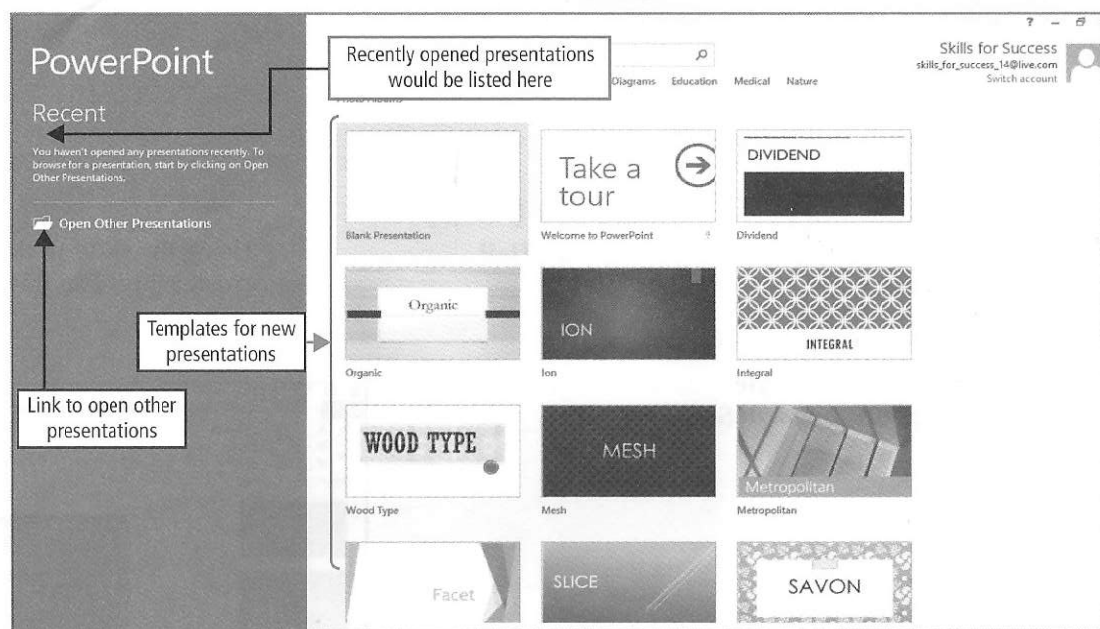▶ Save your changes frequently so that you do not lose any of your editing or formatting changes.

1. Start **PowerPoint 2013**, and then take a moment to familiarize yourself with the components of the PowerPoint Start screen as shown in **Figure 1**.

2. On the Start screen, click **Open Other Presentations**. On the **Open** page, click **Computer**, and then click **Browse**. In the **Open** dialog box, navigate to the student data files for this chapter. Select **ppt01_Lifestyle**, and then click the **Open** button—or double-click the file name—to open the presentation and display **Slide 1**.

3. Take a moment to identify the main parts of the PowerPoint window as shown in **Figure 2**.

    The PowerPoint window is divided into two main parts—the Slide pane and the left pane, which contains thumbnail images of the slides. In addition, the status bar indicates the displayed slide number and the number of slides in the presentation, and it contains buttons for the Notes and Comments panes, various views, and Fit slide to current window.
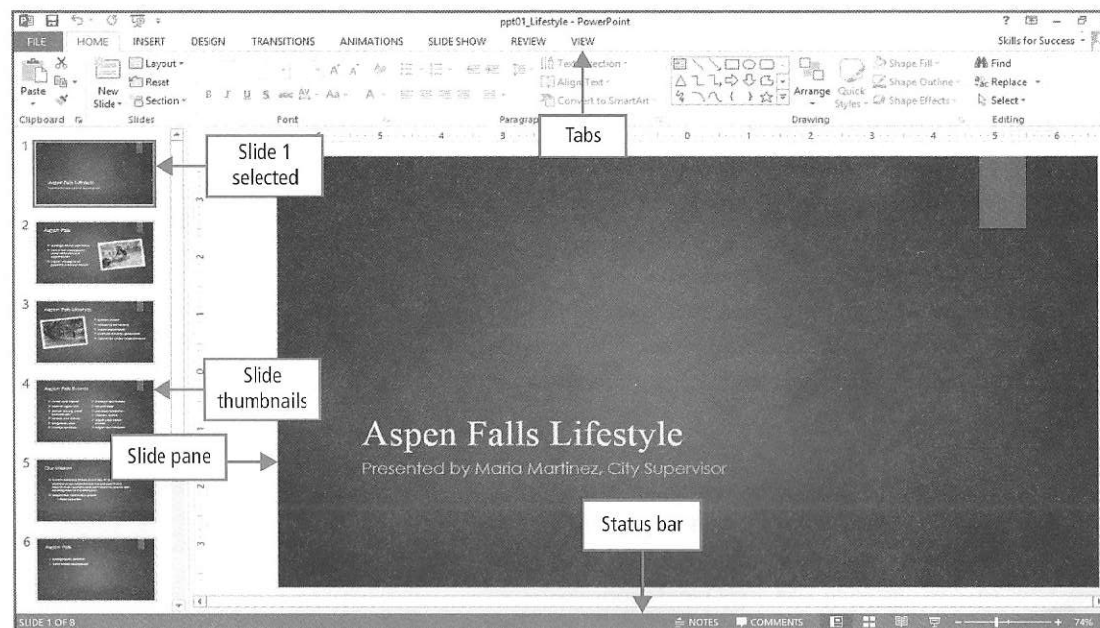
■ **Continue to the next page to complete the skill**

Figure 1

Figure 2

Microsoft PowerPoint Screen Elements	
Screen Element	**Description**
Tabs	In PowerPoint, the default tabs on the Ribbon include File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View.
Slide thumbnails	Small preview images of each slide.
Slide pane	An area of the Normal View window that displays the current slide.
Status bar	A horizontal bar at the bottom of the window that displays the current slide number, number of slides in the presentation, and the Notes, Comments, various views, and Fit slide to current window buttons.

Figure 3
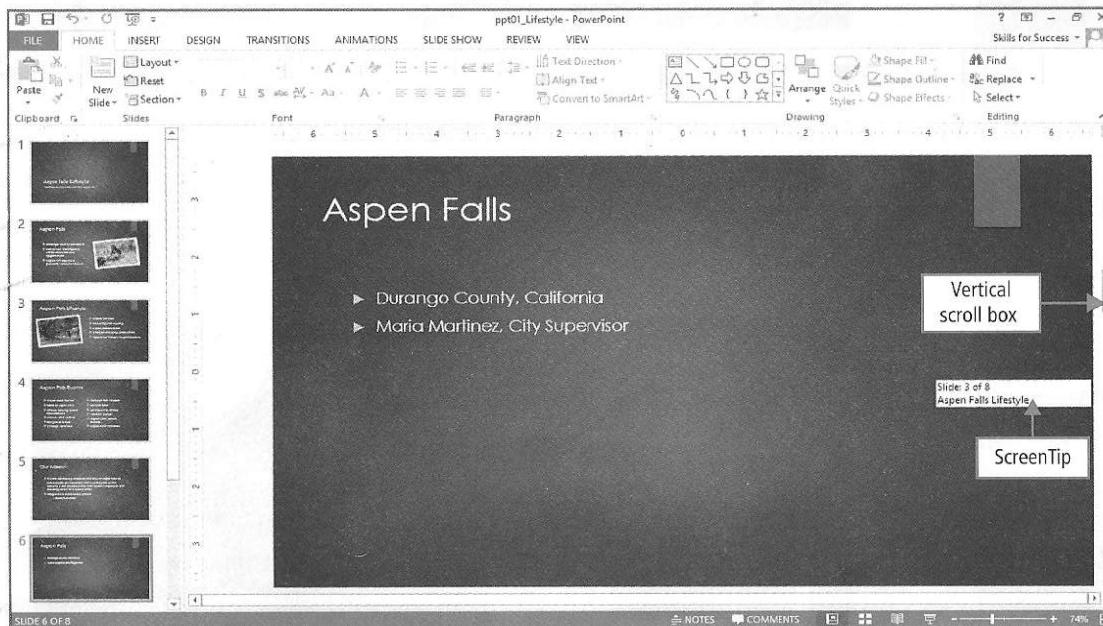
Figure 4

4. Locate the items described in Figure 3.

At the left side of the PowerPoint window, the slide *thumbnails*—miniature images of presentation slides—and slide numbers display. You can click a slide thumbnail to display it in the Slide pane. At the right side of the window, a scroll bar displays a scroll box and the Next Slide and Previous Slide buttons used to navigate in your presentation.

5. At the left of the PowerPoint window, click the **Slide 2** thumbnail to display the slide in the Slide pane. Click the slide thumbnails for **Slides 3** through **6** to view each slide.

As you view each slide, the vertical scroll box at the right side of the PowerPoint window moves, indicating the relative location in the presentation of the slide that you are viewing.

6. With **Slide 6** displayed, at the right side of the PowerPoint window, point to the vertical scroll box, and then hold down the mouse button. Drag up to display **Slide 3**, and release the mouse button. A ScreenTip displays the slide number and slide title, as shown in Figure 4.

7. On the **File tab**, click **Save As**. Click the **Browse** button and navigate to the location where you are saving your files, create a folder named PowerPoint Chapter 1 and then using your own name, save the presentation as Last_First_ppt01_Lifestyle

■ **You have completed Skill 1 of 10**

▶ In *Normal view*, the PowerPoint window is divided into two areas—the Slide pane and the left pane, which contains thumbnails of each slide.

▶ Individual lines of bulleted text on a slide are referred to as **bullet points**.

▶ Bullet points are organized in list levels similar to an outline. A *list level* is a hierarchy of bullets and sub-bullets. Each level of bullet has its own formatting.

▶ You can use the Replace command to change multiple occurrences of the same text in a presentation.

1. Move to **Slide 2**, which contains two *placeholders*—boxes with dotted borders that are part of most slide layouts and that hold text or objects such as pictures, charts, and tables. The dotted border is not visible until click, or place your insertion point in, the placeholder.

2. In the second bullet point, click to the left of the letter *o* in the word *opportunities* so that the insertion point displays before the word, as shown in Figure 1.

3. Type recreational and then press SpaceBar to insert the text to the left of the word *opportunities*.

4. Move to **Slide 3**. In the right content placeholder, click at the end of the last bullet point—*Pedestrian friendly neighborhoods*—and then press Enter.

   Pressing Enter at the end of a bullet point adds a new bullet point at the same list level.

5. Type Sustainable lifestyle and press Enter.

6. Press Tab to create a second-level, indented bullet point. Type Focus on tomorrow and then compare your slide with Figure 2.

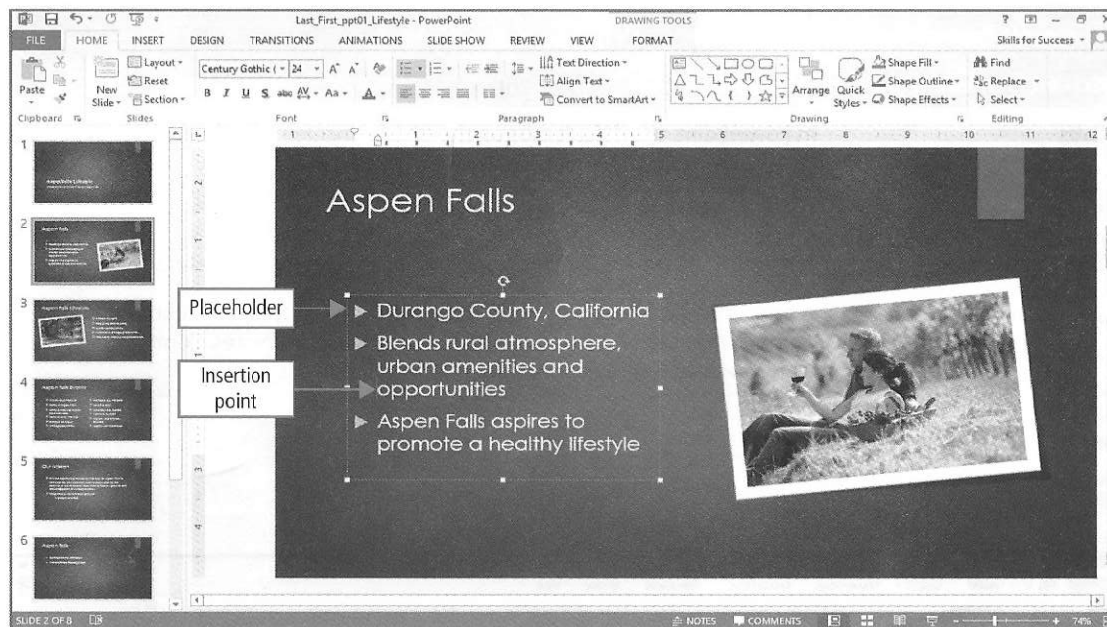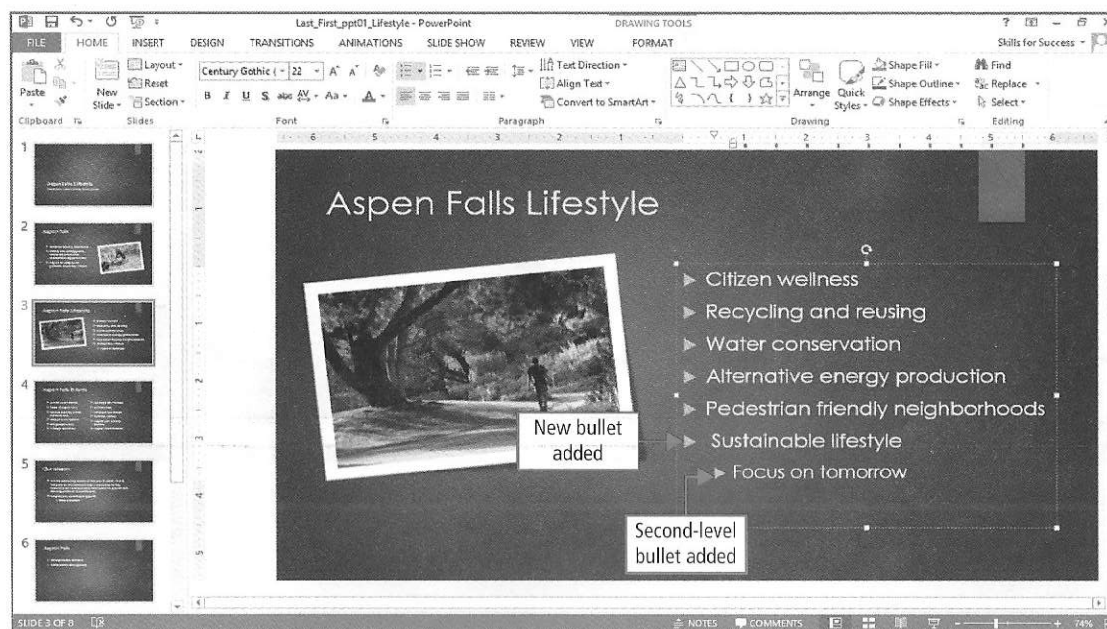■ **Continue to the next page to complete the skill** ➤

Figure 1
Auremar / Fotolia

Figure 2
Charles Shapiro / Fotolia

Figure 3

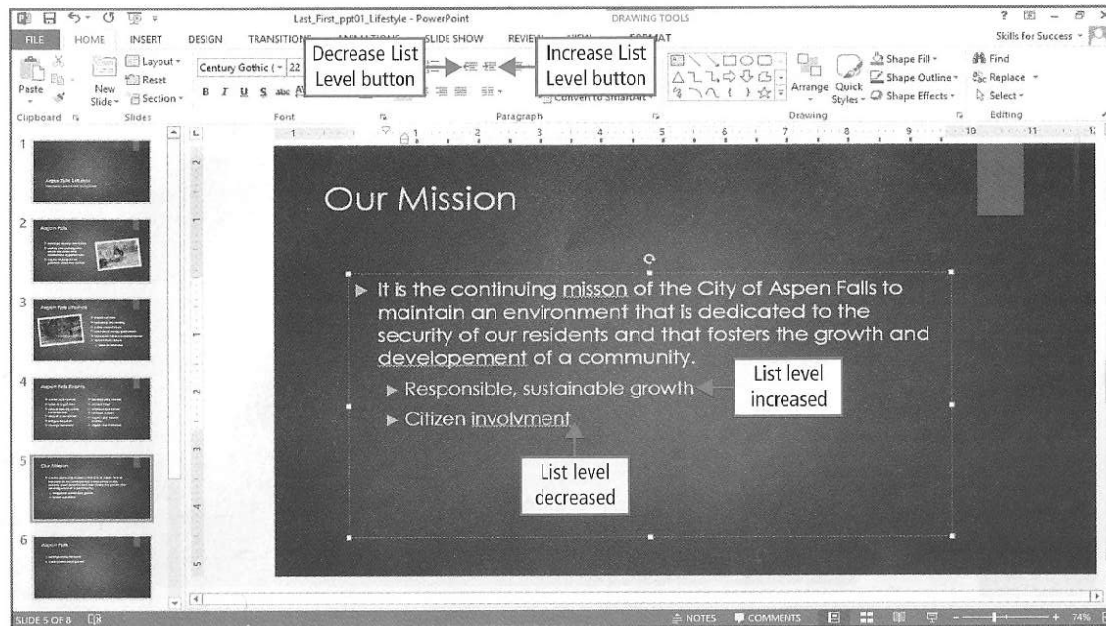

Figure 4

7. Move to **Slide 5**. Click anywhere in the second bullet point—*Responsible, sustainable growth*. On the **Home tab**, in the **Paragraph group**, click the **Increase List Level** button.

> The selection is formatted as a second-level bullet point, indicated by the indent and smaller font size.

8. Click anywhere in the third bullet point beginning with the word *Citizen*. On the **Home tab**, in the **Paragraph group**, click the **Decrease List Level** button. Compare your screen with Figure 3.

> A second-level bullet point is applied, as indicated by the decreased indent and the increased font size.

9. Move to **Slide 1** and notice the word *Supervisor* in the subtitle placeholder.

> This is the incorrect title for Maria. There is more than one instance in the presentation in which the word *Supervisor* is used instead of the word *Manager*.

10. On the **Home tab**, in the **Editing group**, click the **Replace** button. In the **Find what** box, type Supervisor and then click in the **Replace with** box. Type Manager and then compare your screen with Figure 4.

11. In the **Replace** dialog box, click the **Replace All** button to display a message box indicating that two replacements were made. Click **OK** to close the message box, and then in the **Replace** dialog box, click the **Close** button. **Save** the presentation.
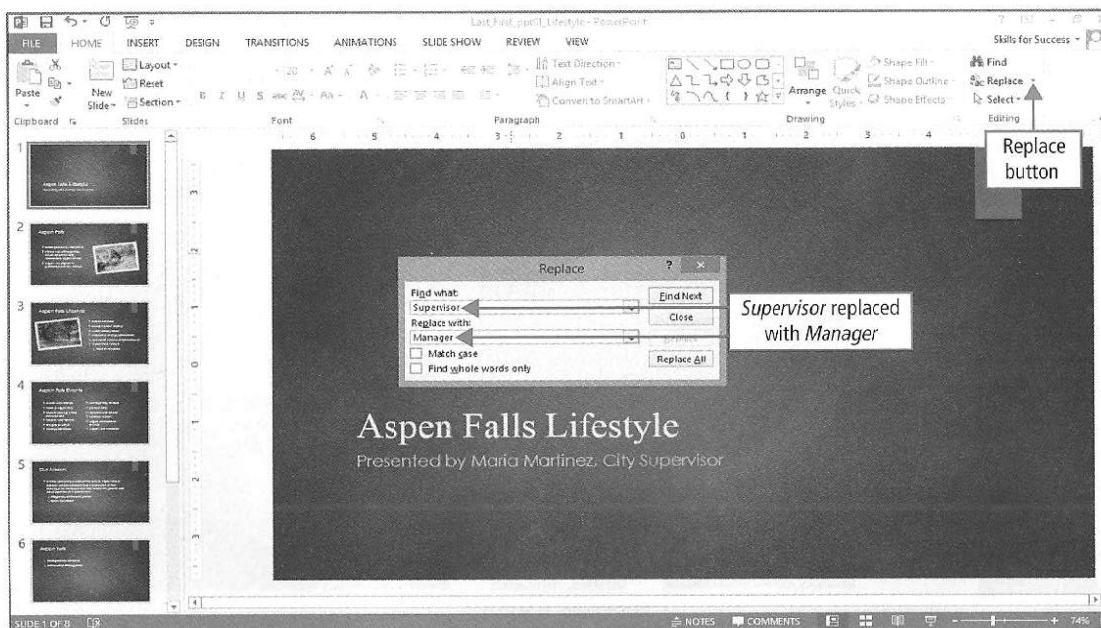
■ **You have completed Skill 2 of 10**

▶ A *font*, which is measured in *points*, is a set of characters with the same design and shape.

▶ Font styles and effects emphasize text and include bold, italic, underline, shadow, small caps, and outline.

▶ The placement of text within a placeholder is referred to as *text alignment*. Text can be aligned left, centered, aligned right, or justified.

1. On **Slide 1**, select the title text—*Aspen Falls Lifestyle*

2. On the **Mini toolbar**, click the **Font Size arrow**, and then click **72**.

3. With the title text still selected, on the **Home tab**, in the **Font group**, click the **Font arrow**. Scroll up and through the **Font list**, and then point to **Century Gothic** to display the Live Preview of the font, as shown in Figure 1.

4. In the **Font list**, click **Century Gothic**.

5. Place your insertion point anywhere in the subtitle. Click a border of the subtitle placeholder as shown in Figure 2.

   A solid border around a placeholder indicates that the entire placeholder and all of the contents within it are selected. With the placeholder selected, any formatting changes will be made to the entire contents of the placeholder.

6. In the **Font group**, click the **Launcher** to display the Font dialog box. Under **Effects**, select **Small Caps**, and then click **OK**.

   With small caps, lowercase characters are capitalized but are smaller than characters that are typed as capital letters.
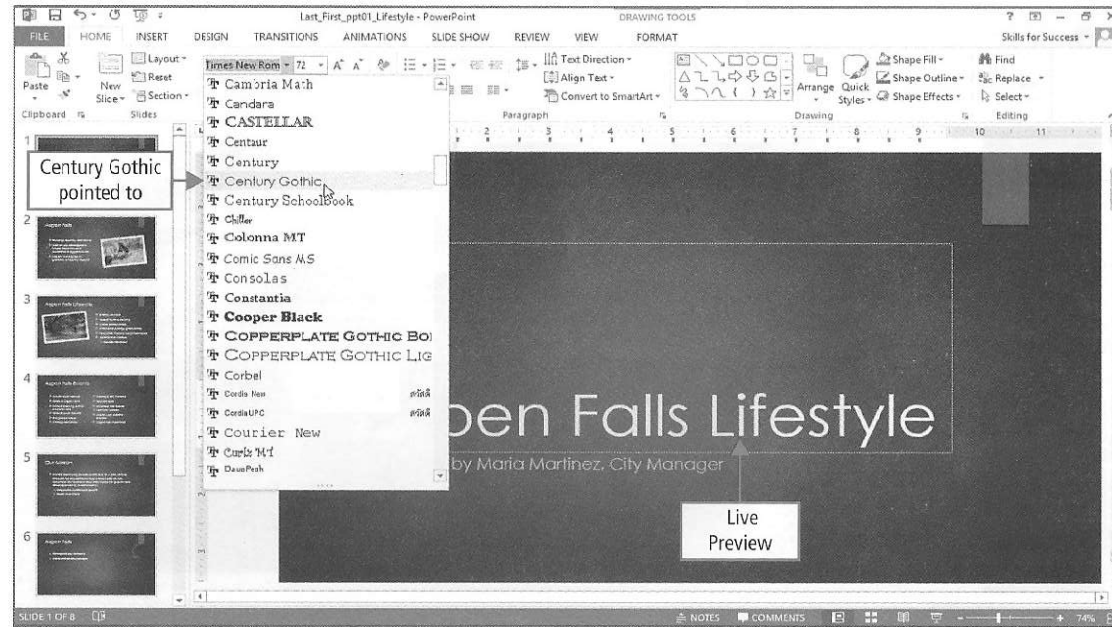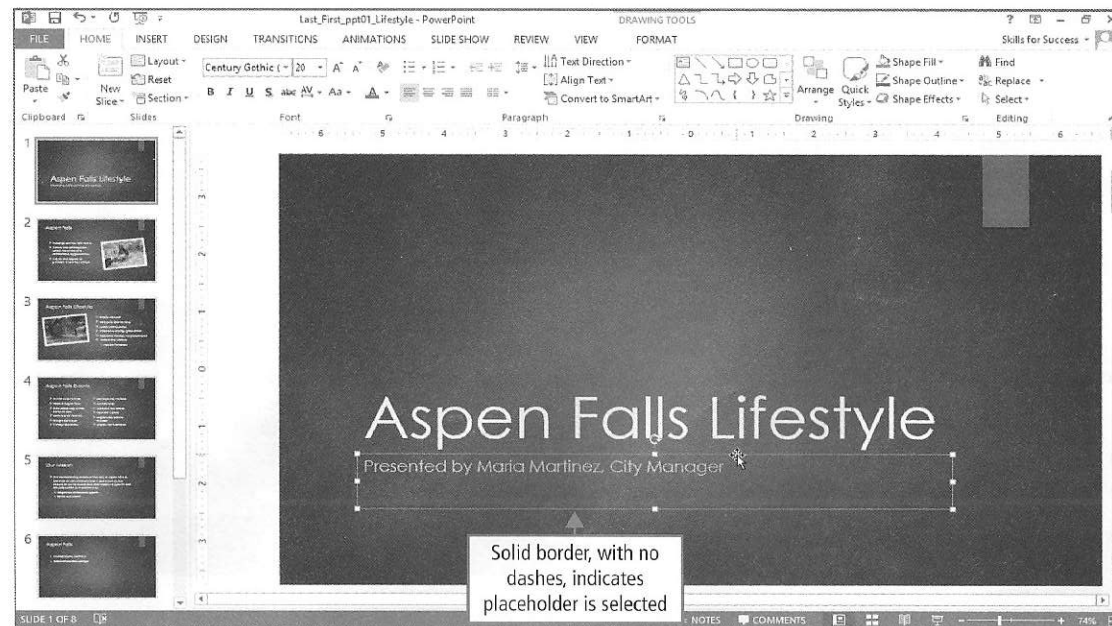
■ **Continue to the next page to complete the skill**
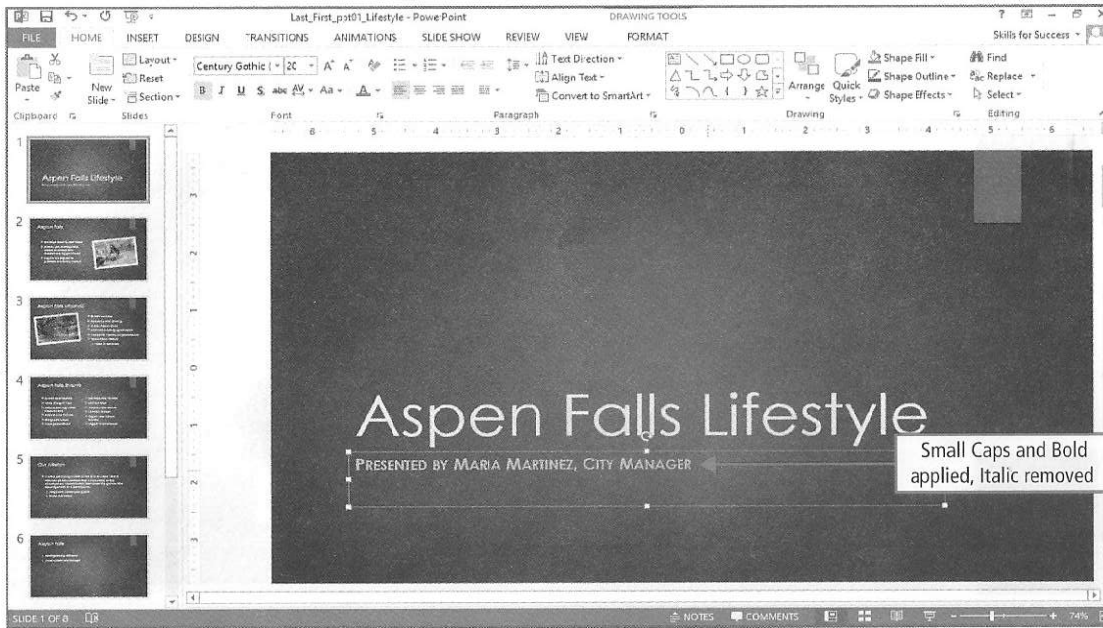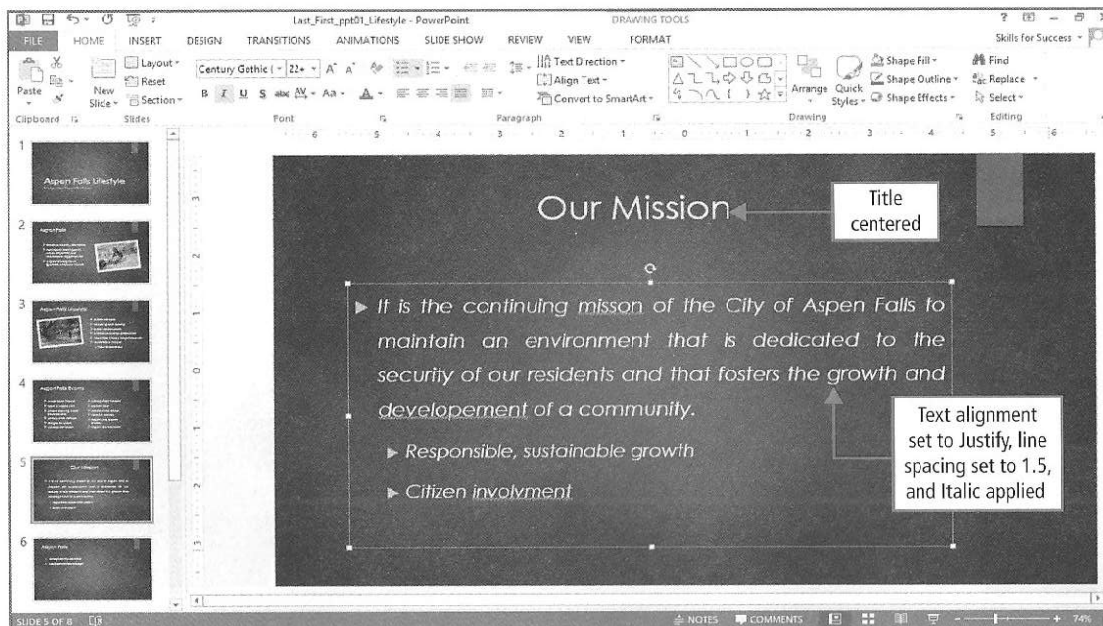

Figure 1

Figure 2

Figure 3

Figure 4

7. With the subtitle placeholder still selected, in the **Font group**, click the **Bold** button B, and then click the **Italic** button I.

8. Review the changes you have made, and then on the **Home tab**, in the **Font group**, click the **Italic** button I to turn off the italic formatting. Compare your slide with Figure 3.

   The italic formatting may have made the text more difficult to read, so it was removed. You can use the Mini toolbar, the Ribbon, or the Font dialog box to apply font styles and effects.

9. Move to **Slide 5** and click the title, and then click the border of the title placeholder to select it.

10. On the **Home tab**, in the **Paragraph group**, click the **Center** button ≡ to center align the title text.

11. Place your insertion point anywhere in the content placeholder. Click the border of the placeholder to select it; the placeholder will now have a solid border. With the content placeholder selected, on the **Home tab**, in the **Paragraph group**, click the **Justify** button ≡ to distribute the bulleted text evenly between the placeholder margins.

12. With the content placeholder still selected, in the **Paragraph group**, click the **Line Spacing** button. In the displayed list, click **1.5** to increase the space between lines in the paragraph.

13. On the **Home tab**, in the **Font group**, click the **Italic** button I. Compare your slide with Figure 4.

14. **Save** the presentation.

■ **You have completed Skill 3 of 10**

▶ You can check for spelling errors in a presentation by looking for words marked with a red wavy underline. These words are flagged because they are not in the Office 2013 main dictionary.

▶ You can also correct spelling errors using a shortcut menu or the spell check feature.

▶ The *thesaurus* is a research tool that provides a list of *synonyms*—words with the same meaning—for text that you select.

1. With **Slide 5** displayed in Normal view, notice that the word *involvment* is flagged with a red wavy underline, indicating that it is misspelled.

2. Point to *involvment* and click the right mouse button to display the shortcut menu with suggested solutions for correcting the misspelled word, as shown in **Figure 1**.

3. From the shortcut menu, click **involvement** to correct the spelling of the word.

4. Move to **Slide 4**. In the right content placeholder, notice misspelled word or words.

   In the content placeholder, if the word Cinquo is flagged as misspelled, right click and then click Ignore All. Proper names and non-English-language words are sometimes flagged as misspelled although they are spelled correctly. When you use the Ignore All command, the red wavy underline is removed for the current document only. If you are working on your personal computer, you can add words to the dictionary using the Add to Dictionary command. However, many colleges and workplaces do not allow this option.

5. Right-click the word *Triathalon*. From the shortcut menu, click **Triathlon**. Compare your slide with **Figure 2**.
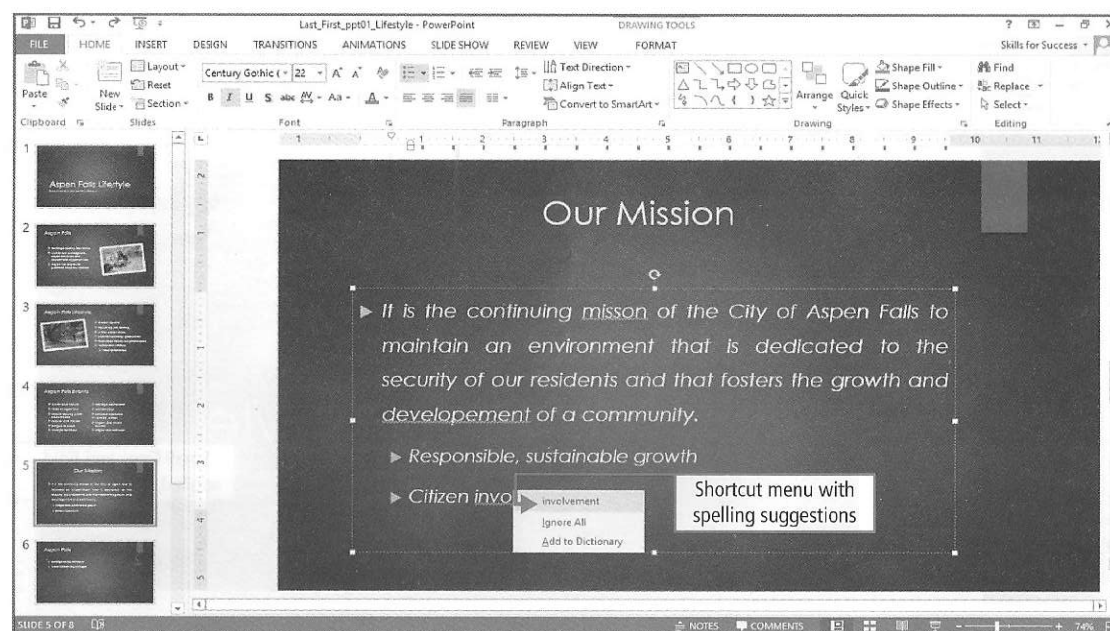
■ **Continue to the next page to complete the skill** ▶
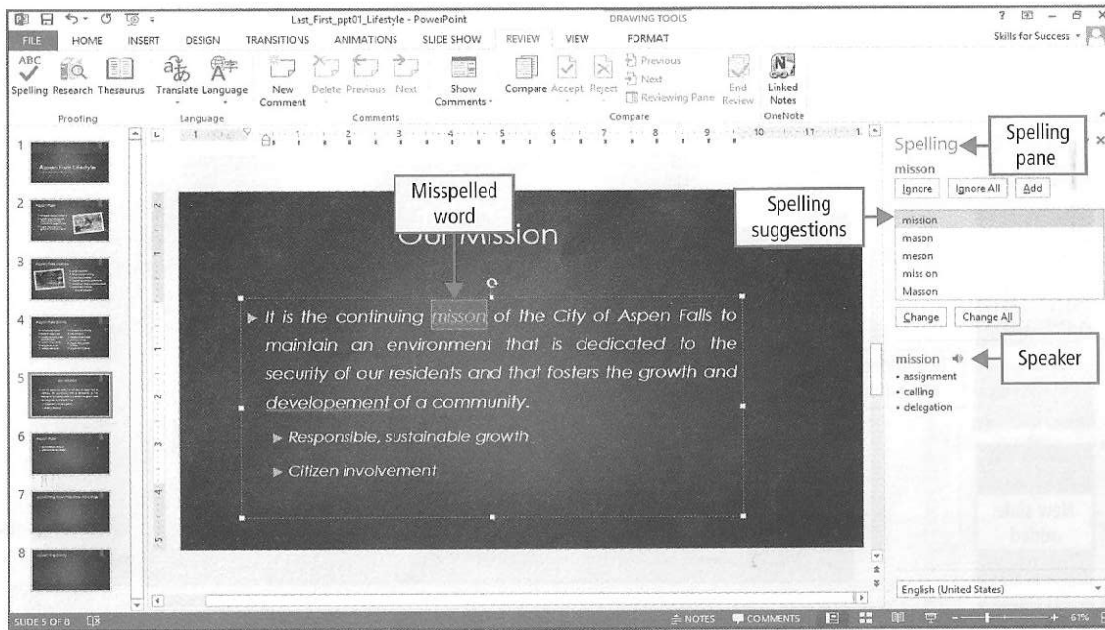

Figure 1

Figure 2

Figure 3

Figure 4

6. On the **Review tab**, in the **Proofing group**, click the **Spelling** button to display the **Spelling** pane as shown in **Figure 3**.

   You can use the Spelling pane to check the spelling of an entire presentation. Here, the incorrect spelling of the word *mission* on Slide 5 is highlighted on the slide and is also displayed in the Spelling pane. The Spelling pane provides options for correcting spelling, ignoring spelling, adding words to the custom dictionary, and a speaker icon, which, when clicked, plays a recording of the spoken word.

7. Check that your computer's speakers are on and not muted, or plug in headphones. In the lower half of the **Spelling** pane, click the **Speaker** icon and listen to the correct pronunciation of the word. Then, in the box containing spelling suggestions, be sure that **mission** is selected, and then click the **Change** button.

8. Use the **Spelling** pane to correct the spelling of one more word. When a message box indicates that the spell check is complete, click **OK**.

9. On **Slide 5**, in the bullet point beginning with *Responsible,* point to the word *growth,* and then click the right mouse button to display the shortcut menu.

10. Near the bottom of the shortcut menu, point to **Synonyms** to display the thesaurus list of suggested words to replace *growth.* Click **development** to replace *growth* with *development.* Compare your screen with **Figure 4**.

11. **Save** the presentation.
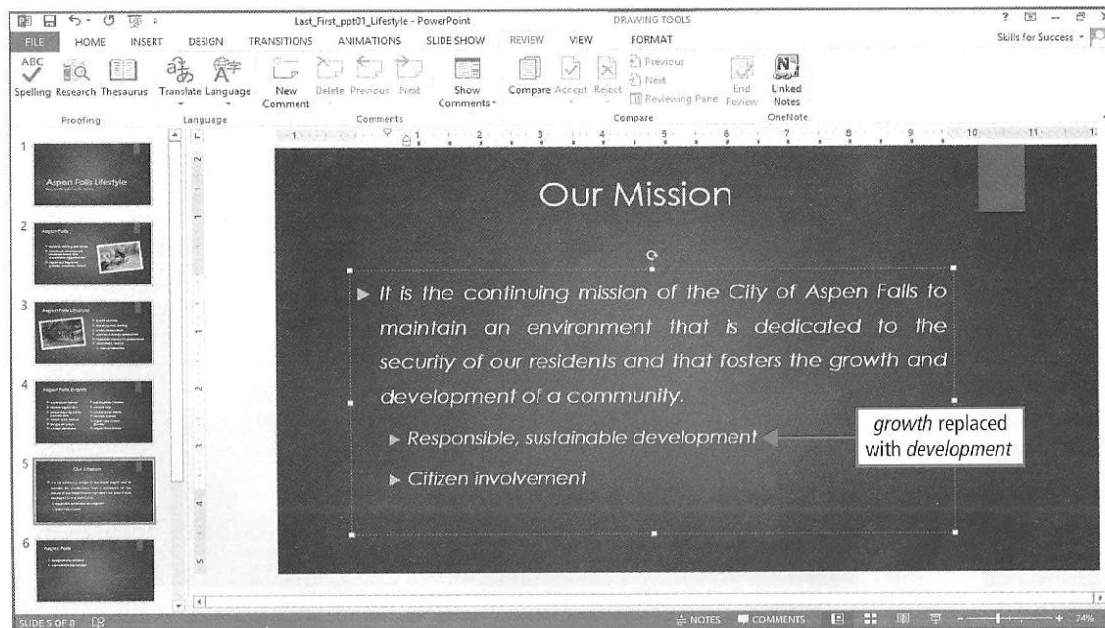
- You have completed Skill 4 of 10

- The arrangement of the text and graphic elements or placeholders on a slide is referred to as its *layout*.
- Users can choose different layouts for the arrangement of slide elements.

1. Display **Slide 5** in Normal view. On the **Home tab**, in the **Slides group**, click the top half of the **New Slide** button to add a new slide with the same layout as the current slide. Alternately, you can press [Ctrl] + [M] to insert a new slide.

2. Click in the title placeholder, and then type Our Vision

3. On the **Home tab**, in the **Paragraph group**, click the **Center** button ≡.

4. Place your insertion point in the content placeholder. Type Our goal is to become one of the best places to live in the world. In the text you just typed, place your insertion point before the *O* in *Our*, and then press [Enter] three times to move the text in the placeholder downward. Compare your slide with Figure 1.

5. With **Slide 6** still selected, on the **Home tab**, in the **Slides group**, click the **Layout** button to display the *Layout gallery*—a visual representation of several content layouts that you can apply to a slide. The Layout gallery varies with the slide design. Some slide designs have 17 or more layouts, while others have as few as 6 to choose from.

6. Click **Two Content**, and then compare your screen with Figure 2.

   The slide layout is changed to one that includes a title and two content placeholders. The existing text is arranged in the placeholder on the left side of the slide. For now, the placeholder on the right will remain empty.
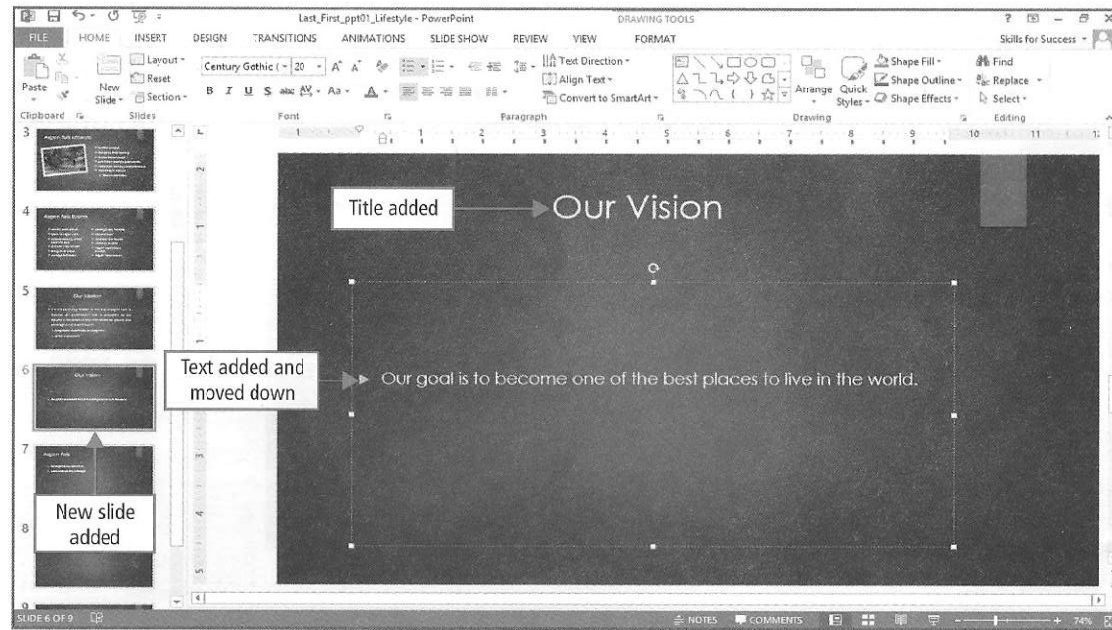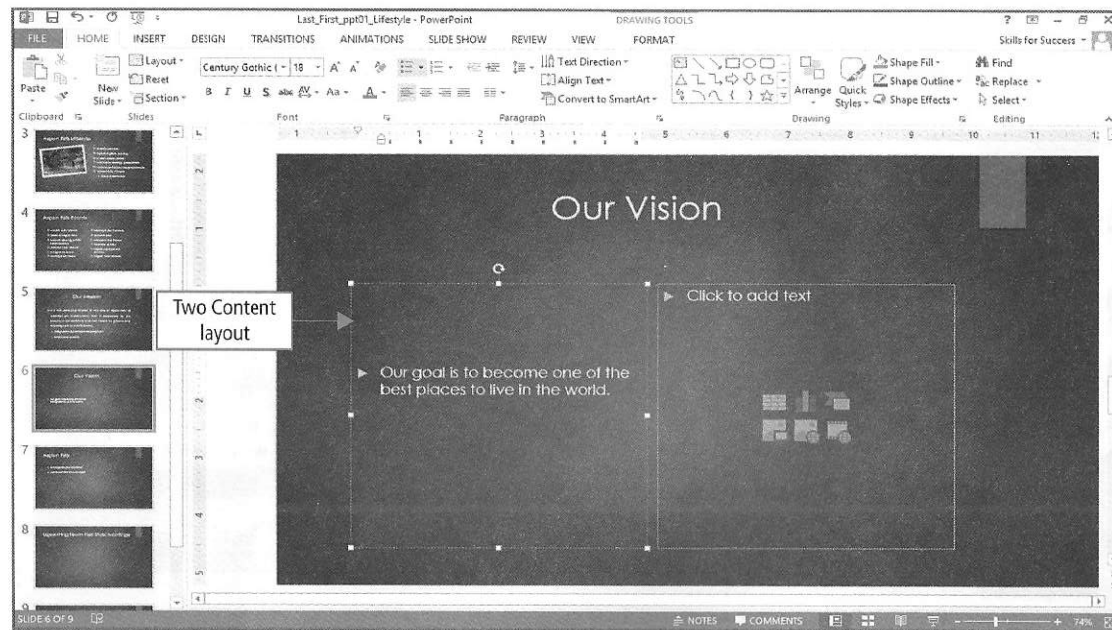
■ **Continue to the next page to complete the skill**
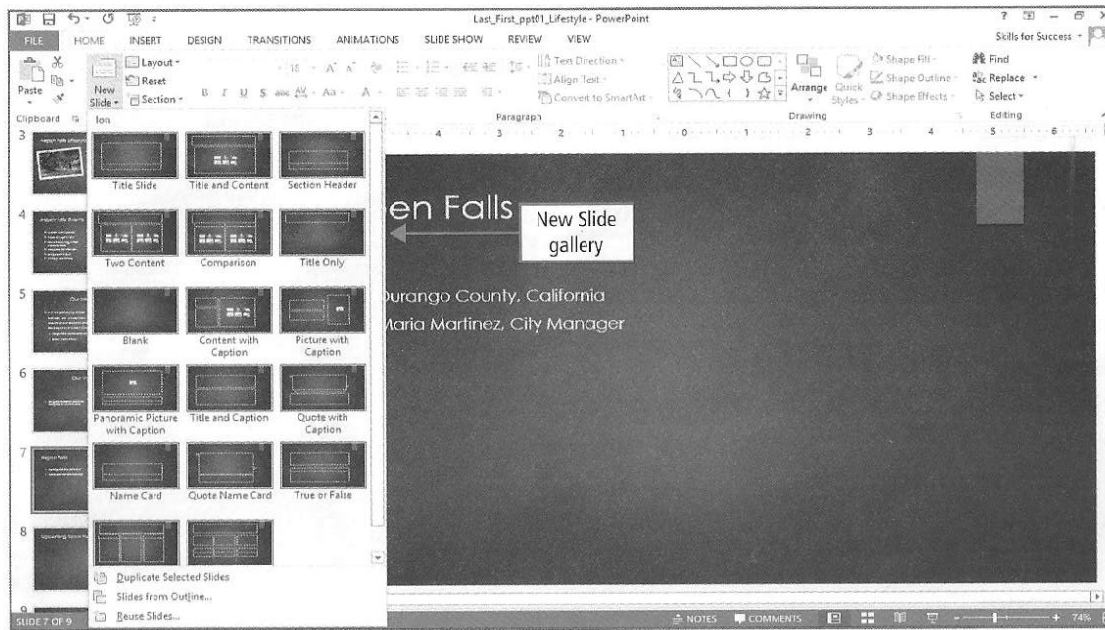

Figure 1

Figure 2

Figure 3

7. If necessary, scroll down, and then click **Slide 7**. On the **Home tab**, in the **Slides group**, click the lower half of the **New Slide** button—the **New Slide arrow**—and compare your screen with **Figure 3**.

   When you click the upper half of the New Slide button, a new slide is inserted with the same layout as the previous slide. When you click the New Slide arrow, a gallery displays in which you can select a layout for the slide that you want to insert.

8. In the **Layout** gallery, click **Picture with Caption**.

9. Click in the title placeholder, and then type Aspen Falls City Hall

10. Select the title placeholder, and then on the **Home tab**, in the **Font group**, click the **Text Shadow** button $\boxed{S}$.

11. In the text placeholder, type Citizens and local government working together and compare your screen with **Figure 4**.

12. Move to **Slide 7**. On the **Home tab**, in the **Slides group**, click the **Layout** button. From the layout gallery, select **Name Card** to change the existing layout.

   You set the layout when you insert a slide using the New Slide button, or you can adjust the layout of an existing slide using the Layout button.

13. **Save** $\boxed{日}$ the presentation.
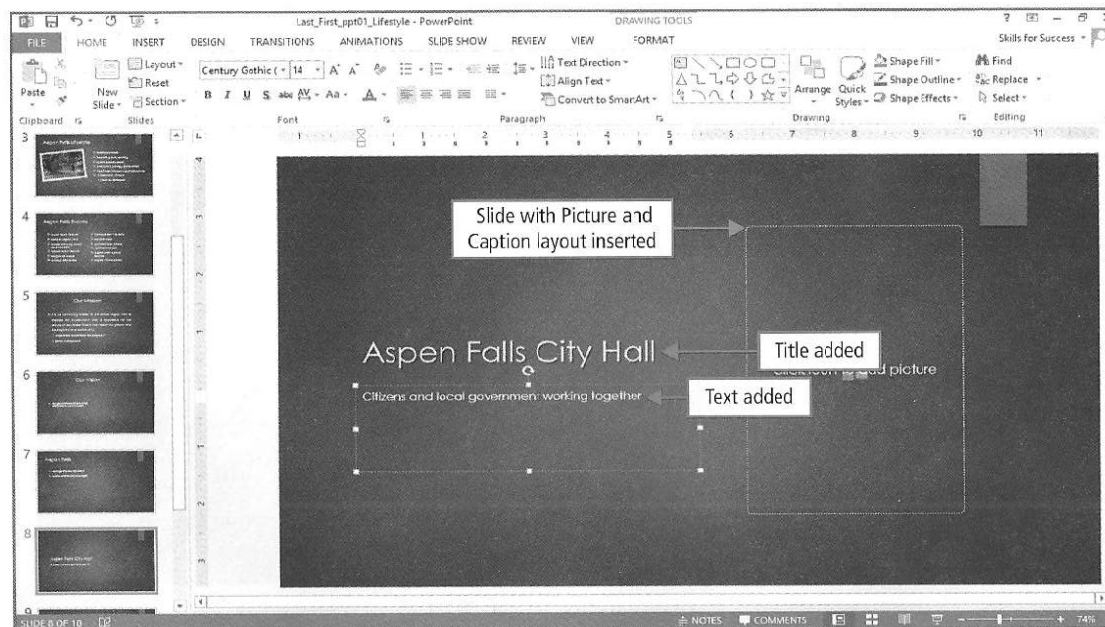
■ **You have completed Skill 5 of 10**

Figure 4

▶ PPT 1-6
VIDEO

▶ **Pictures** are images created with a scanner or digital camera and saved with a graphic file extension such as .jpg, .png, .tif, or .bmp.

1. On **Slide 6**, in the right content placeholder, click the **Pictures** button.

2. In the **Insert Picture** dialog box, navigate to your student files for this chapter, click **ppt01_Vision**, and then click **Insert**. Compare your screen with **Figure 1**.

   The picture is selected as indicated by the **sizing handles**—squares or circles surrounding a selected object that can be used to adjust its size. When you point to a sizing handle on a corner of the image, a resize pointer or displays, indicating that you can resize the image proportionally, both vertically and horizontally. When you point to a sizing handle in the middle of any side on the image, a vertical resize pointer or horizontal resize pointer displays, indicating the direction in which you can size the image.

3. With the image on Slide 6 still selected, point to the **Format tab**.

   The Picture Tools tab displays only when you have an image selected. This **contextual tab** contains commands related to the selected object.

4. On the **Format tab**, in the **Picture Styles group**, click the **More** button to display the **Picture Styles** gallery, and then compare your screen with **Figure 2**.

   A **picture style** is a pre-built set of formatting borders, effects, and layouts applied to a picture.
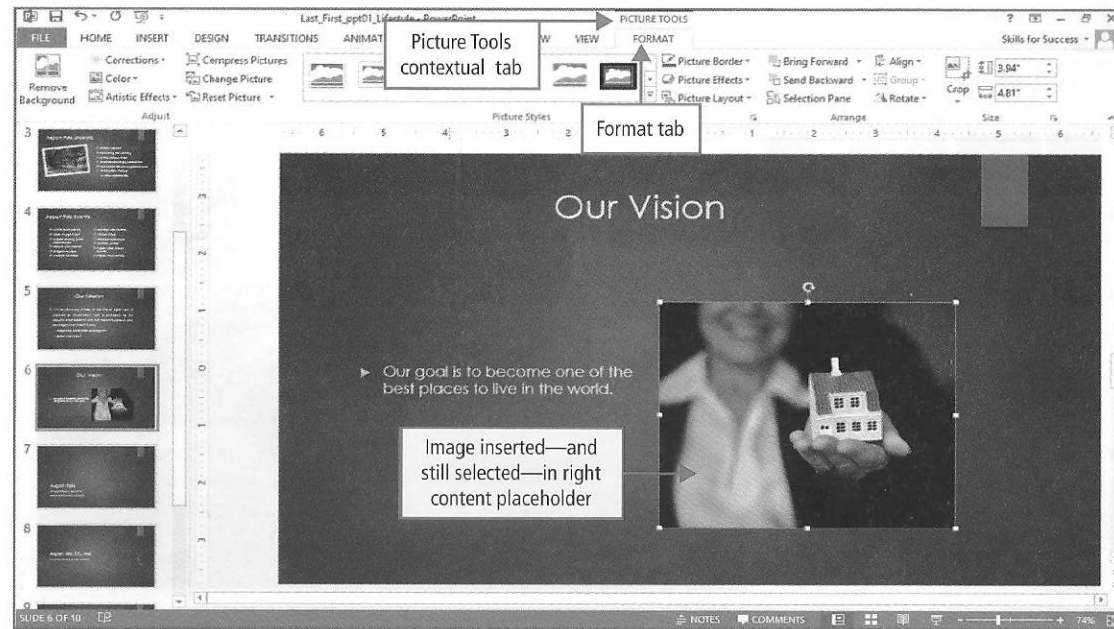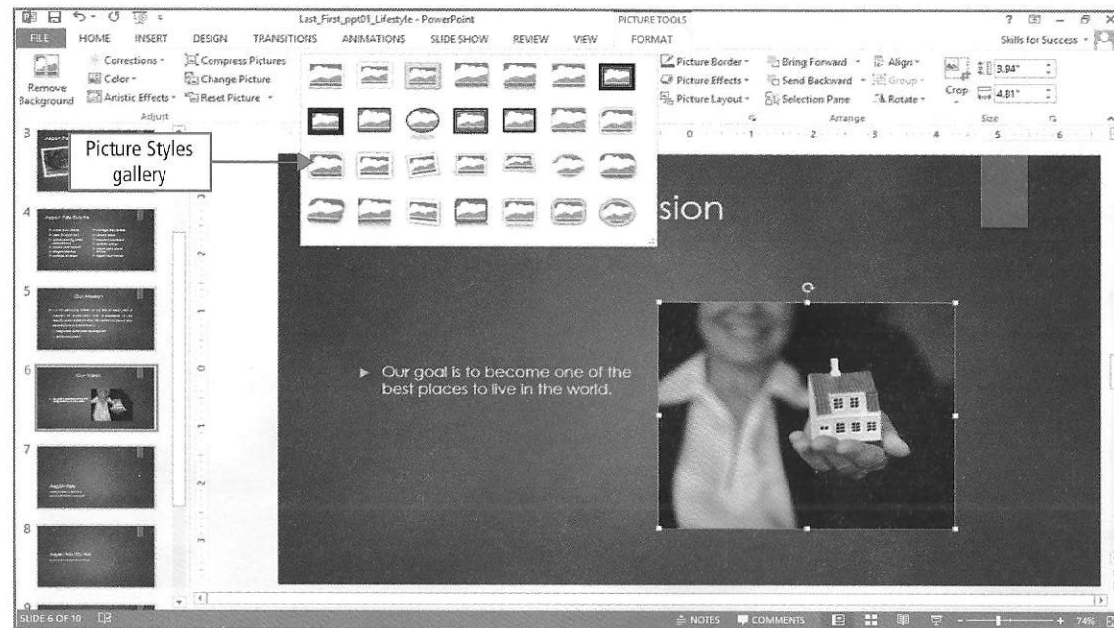
■ **Continue to the next page to complete the skill** ▶

Figure 1

Thunder / Fotolia

Figure 2

More button

Our Vision

Our goal is to become one of the best places to live in the world.

Picture Style applied
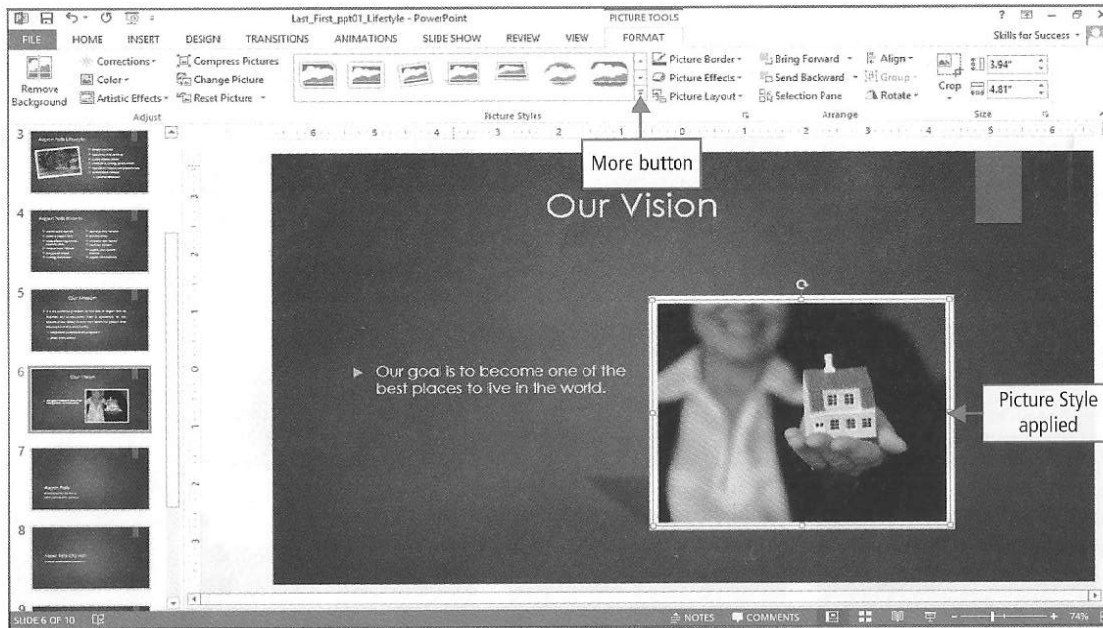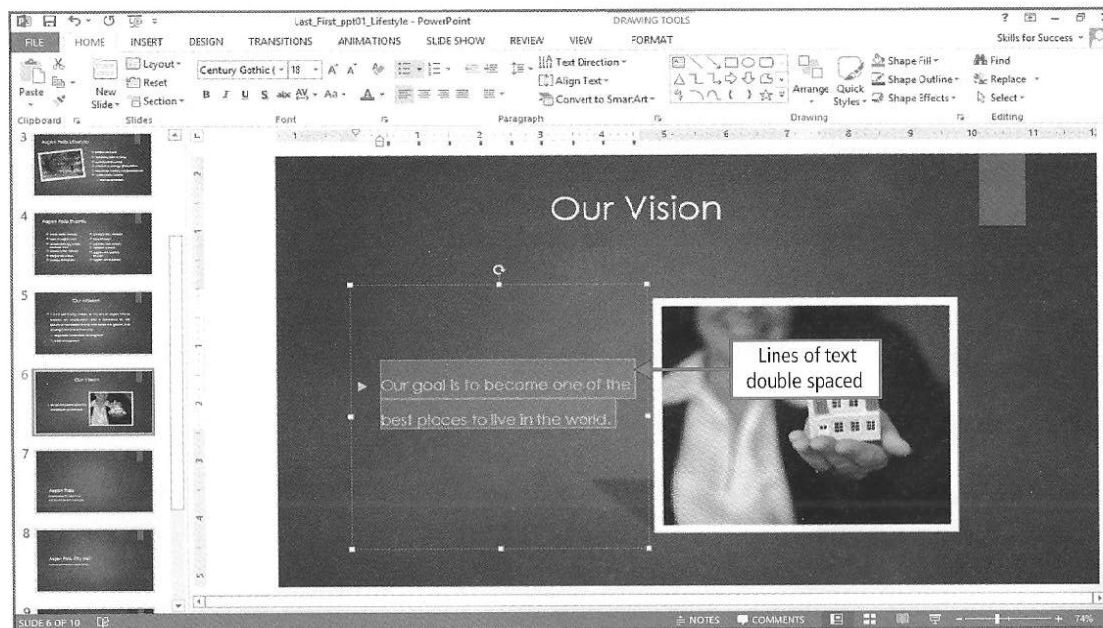
Figure 3

5. In the **Picture Styles** gallery, move your pointer over several of the thumbnails to preview the styles and display their names.

6. Using the ScreenTips to verify your selection, point to the fourth picture style in the third row—**Perspective Shadow, White**. Click to apply the picture style, and then compare your screen with **Figure 3**.

7. In the left placeholder, select both lines of bulleted text. On the **Home tab**, in the **Paragraph group**, click the **Line Spacing** button [⬚▾], and then click **2.0**. Compare your slide with **Figure 4**.

   2.0 line spacing means that the lines of text are double spaced. The additional line spacing balances the text with the picture.

8. Move to **Slide 8**. In the picture placeholder on the right, click the **Pictures** button [⬚]. In the **Insert Picture** dialog box, navigate to your student files for this chapter, click **ppt01_CityHall**, and then click **Insert**.

9. On the **Format tab**, in the **Picture Styles group**, click the same style you applied to the previous picture—**Perspective Shadow, White**.

10. **Save** [⬚] the presentation.

■ **You have completed Skill 6 of 10**

Our Vision

Our goal is to become one of the best places to live in the world.

Lines of text double spaced

Figure 4

▶ **Slide Sorter view** displays all of the slides in your presentation as thumbnails.

▶ Slide Sorter view can be used to rearrange and delete slides, to apply formatting to multiple slides, and to review and reorganize a presentation.

▶ In Slide Sorter view, you can select multiple slides by holding down Shift or Ctrl.

1. Display **Slide 1** in Normal view. On the task bar at the bottom of the PowerPoint window, locate the **View** buttons, and then click the **Slide Sorter** button ⊞ to display the slide thumbnails. Compare your screen with **Figure 1**.

2. If necessary, scroll down in the presentation so that Slides 7 through 10 are visible. Click **Slide 7** and notice that a thick outline surrounds the slide, indicating that it is selected.

> On a touch screen device, you can tap— touch one time with your fingertip or stylus—to select a slide.

3. Press and hold Shift and click **Slide 10** so that Slides 7 through 10 are selected. Release Shift.

> Using Shift enables you to select a group of sequential slides.

4. With the four slides selected, press and hold Ctrl, and then click **Slides 7** and 8. Notice that only Slides 9 and 10 are selected. Release Ctrl. Compare your screen with **Figure 2**.

> Using Ctrl enables you to select or deselect individual slides.

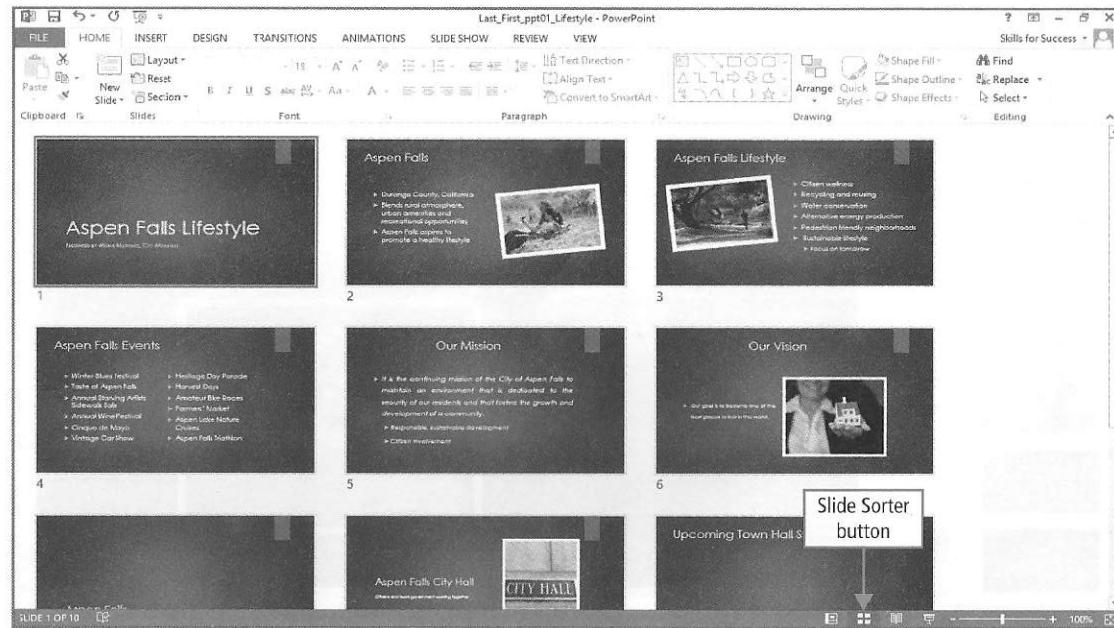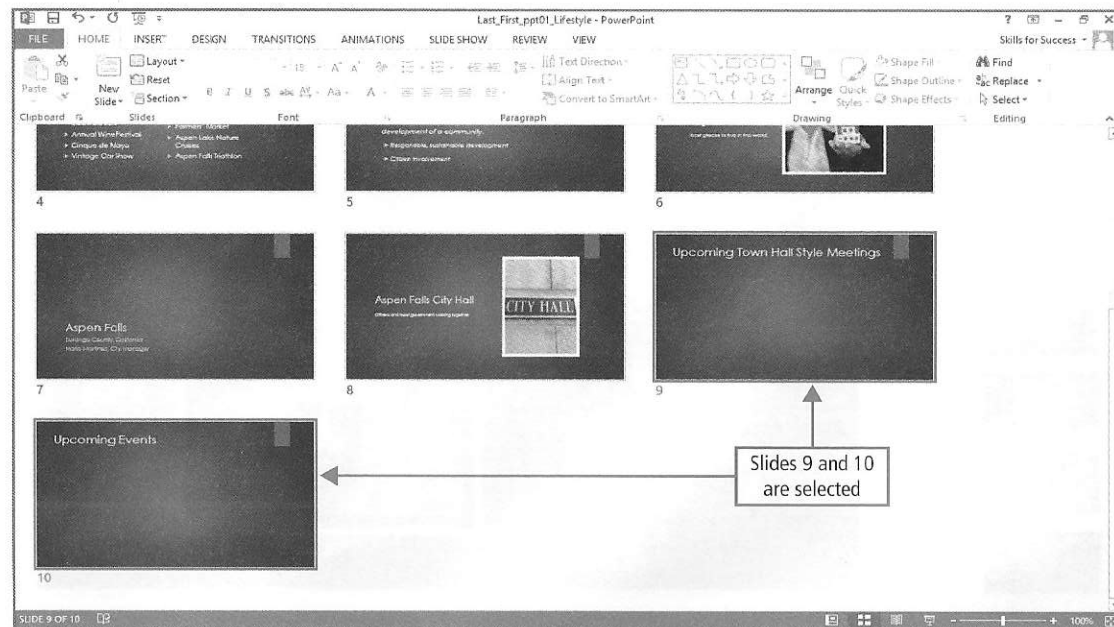■ **Continue to the next page to complete the skill** ▶

Figure 1

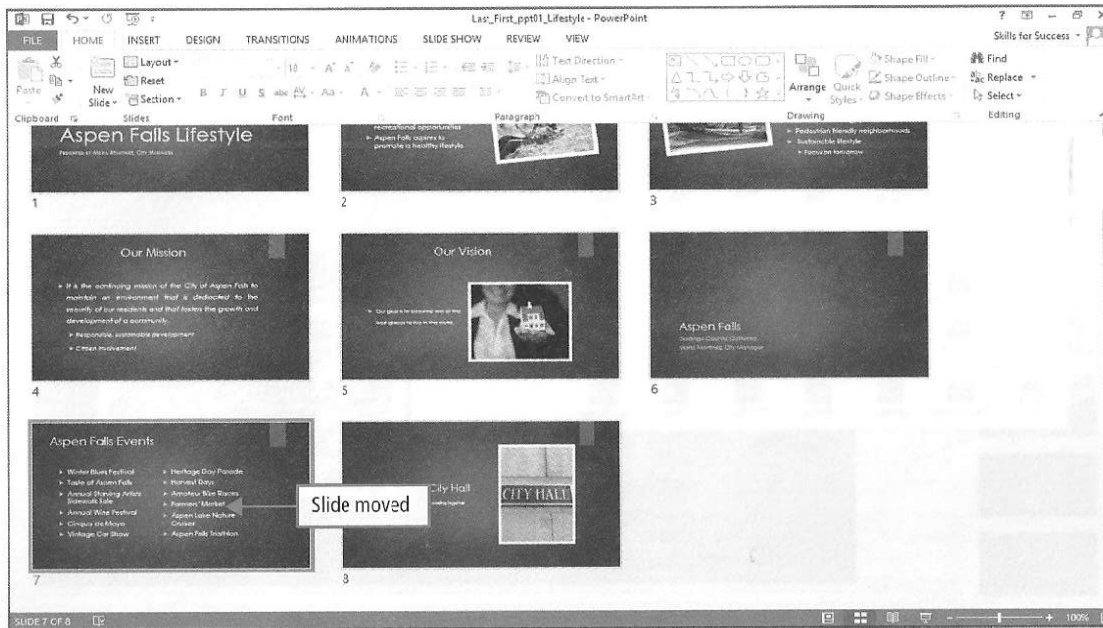FotoLuminate / Fotolia

Figure 2

Figure 3

Figure 4

5. Press ⌈Delete⌉ to delete **Slides** 9 and **10**. Notice that your presentation now contains eight slides because of the deletion.

6. If necessary, use the scroll bar so that **Slide 4** is visible, and then click **Slide 4** to select it.

7. Point to **Slide 4**, hold down the left mouse button, and then drag the slide straight down until it is positioned to the left of **Slide 8**. Release the mouse button and then compare your screen with **Figure 3**.

On a touch screen device, you can tap to select a slide and then tap and drag to move slide thumbnails.

8. Click the **Slide 6** thumbnail and drag it downward so that it displays as the last slide in the presentation.

9. On the task bar, locate the **Zoom Slider**. Notice that the current zoom level is 100%. On the left side of the zoom slider, click the **Zoom Out** button two times so that all slides are visible and the zoom level is **80%**. Compare your screen with **Figure 4**.

On a touch screen device, you can zoom out by using a pinch gesture—placing two fingers apart on the screen and pinching them together. You can zoom in using a spread gesture—placing two fingers together on the screen and spreading them apart.

10. Double-click **Slide 1** to return the presentation to Normal view with Slide 1 displayed.

11. Save the presentation.

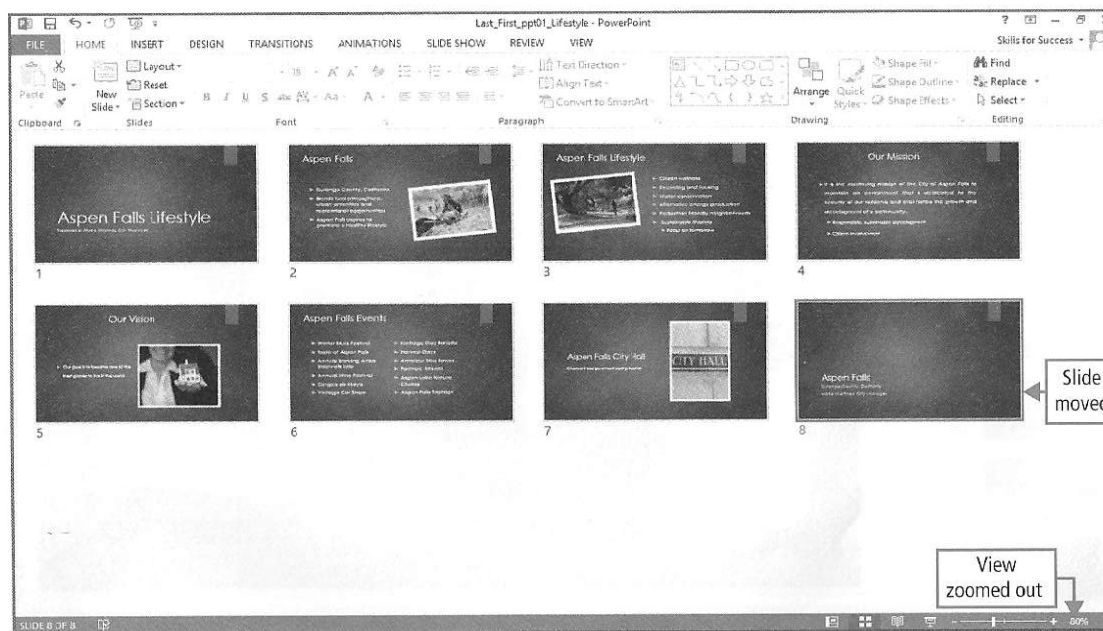- **You have completed Skill 7 of 10**

▶ When a presentation is viewed as a slide show, the entire slide fills the screen. When connected to a projection system, an audience can view your presentation on a large screen.

▶ **Slide transitions** are motion effects that occur in a slide show as you move from one slide to another.

▶ You can choose from a variety of transitions, and you can control the speed and method with which the slides advance during a presentation.
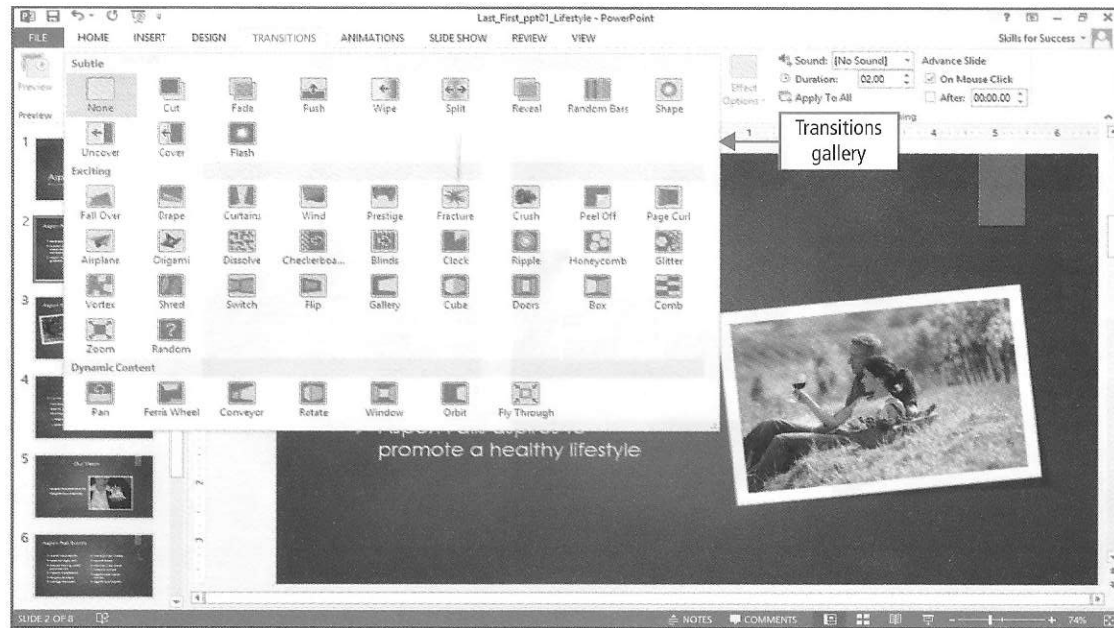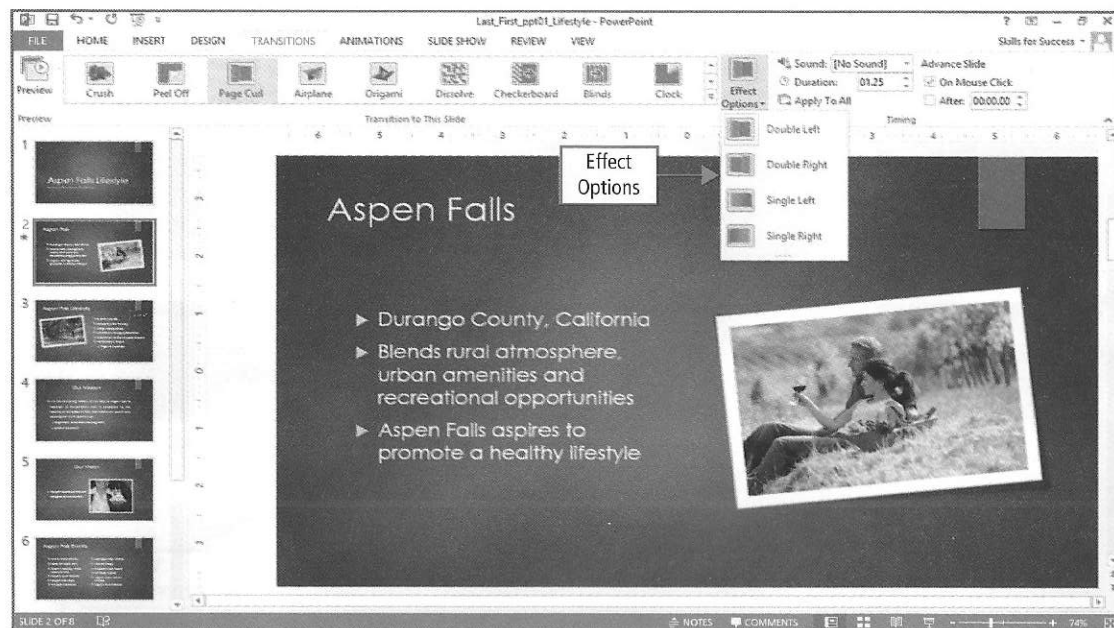
1. Display **Slide 2** in Normal view and then click the **Transitions tab**. In the **Transition to This Slide group**, click the **More** button ⨪ to display the **Transitions** gallery. Compare your screen with Figure 1.

   The slide transitions are organized in three groups—Subtle, Exciting, and Dynamic Content.

2. Click several of the transitions to view the transition effects, using the **More** button ⨪ as necessary to redisplay the gallery.

3. In the **Transition to This Slide group**, click the **More** button ⨪, and then under **Exciting,** click the last option in the first row—**Page Curl.**

4. In the **Transition to This Slide group**, click the **Effect Options** button, and then compare your screen with Figure 2. Click several of the effects to view them, clicking the Effect Options button to redisplay the gallery as needed.

   The Effect Options gallery lists the directions from which a slide transition displays and additional formats.

5. On the Effect Options list, click **Single Left** to change the effect.

■ **Continue to the next page to complete the skill**

Figure 1

Figure 2

Figure 3

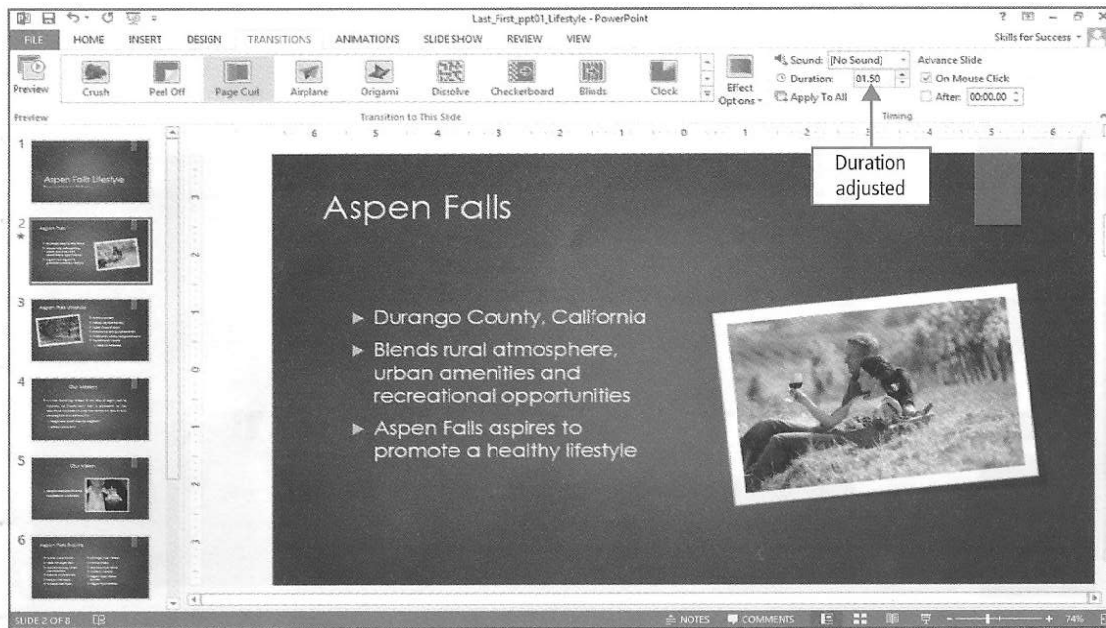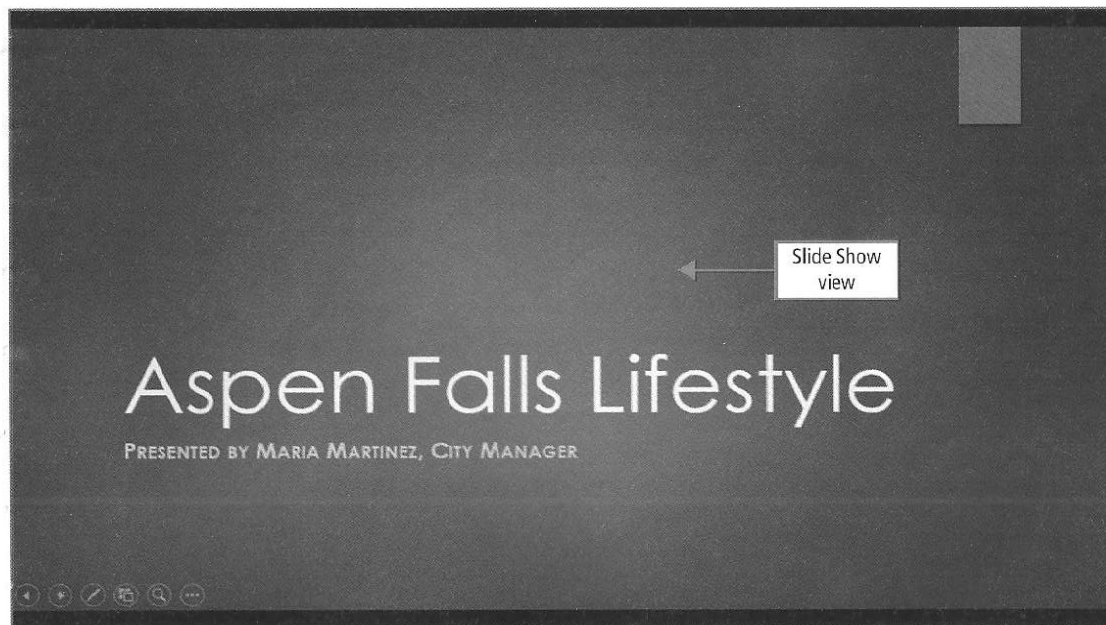**Figure 4**

6. In the **Timing group**, click the **Duration box up spin arrow** one time to display *01.50*. Compare your screen with **Figure 3**.

7. Verify that under **Advance Slide**, the **On Mouse Click** check box is selected so that the slides advance when the mouse button is clicked.

8. In the **Timing group**, click the **Apply To All** button to apply the transition setting to all of the slides.

> The star that appears to the left of the slide thumbnails indicates that motion—in this case a transition—is present on the slide.

9. Click the **Slide Show tab**. In the **Start Slide Show group**, click **From Beginning**. Compare your screen with **Figure 4**.

10. Click the left mouse button to advance to the second slide, noticing the transition.

11. On **Slide 2**, in the lower left corner, locate the **Slide Controls**. Click the **Next Slide button** ⊙ to advance to **Slide 3**.

> On a touch screen device, you can tap any of the Slide Controls to use them.

12. With **Slide 3** displayed, press the [SpaceBar] or [Enter] to move to **Slide 4**. Continue to advance through the presentation using your preferred method.

13. After the last slide displays, click to display a black slide with the text *End of slide show, click to exit*.

> A **black slide** displays at the end of the slide show to indicate that the presentation is over.

14. Click the left mouse button to return to **Slide 1** in Normal view, and then **Save** 🔲 the presentation.

■ **You have completed Skill 8 of 10**

▶ A **header** is text that prints at the top of each page of slide handouts. A **footer** is text that displays at the bottom of every slide or that prints at the bottom of a sheet of slide handouts or notes pages.

▶ The **Snipping Tool** is an application that is used to create screenshots called **snips**.

▶ **Slide handouts** are printed images of slides on a sheet of paper.

1. Click the **Insert tab**, and then, in the **Text group**, click the **Header & Footer** button to display the Header and Footer dialog box.

   In the Header and Footer dialog box, the Slide tab is used to insert a footer on individual slides. The Notes and Handouts tab is used to add headers and footers to printouts.

2. In the **Header and Footer** dialog box, on the **Slides tab**, click the **Slide number** box to select it. Then, at the bottom of the dialog box, click **Don't show on title slide**. Compare your screen with **Figure 1**.

   A slide number will appear on each slide in the space indicated in the Preview section on the right except on the first slide. The placement of the slide number varies with the slide design.

3. Click the **Notes and Handouts tab**. Under **Include on page**, select—place a check mark in—the **Date and Time** box, and verify it is set to **Update automatically**.

4. Select the **Footer** check box, and then in the Footer box, using your own first and last name, type Last_First_ppt01_Lifestyle Compare your screen with **Figure 2**, and then click the **Apply to All** button.
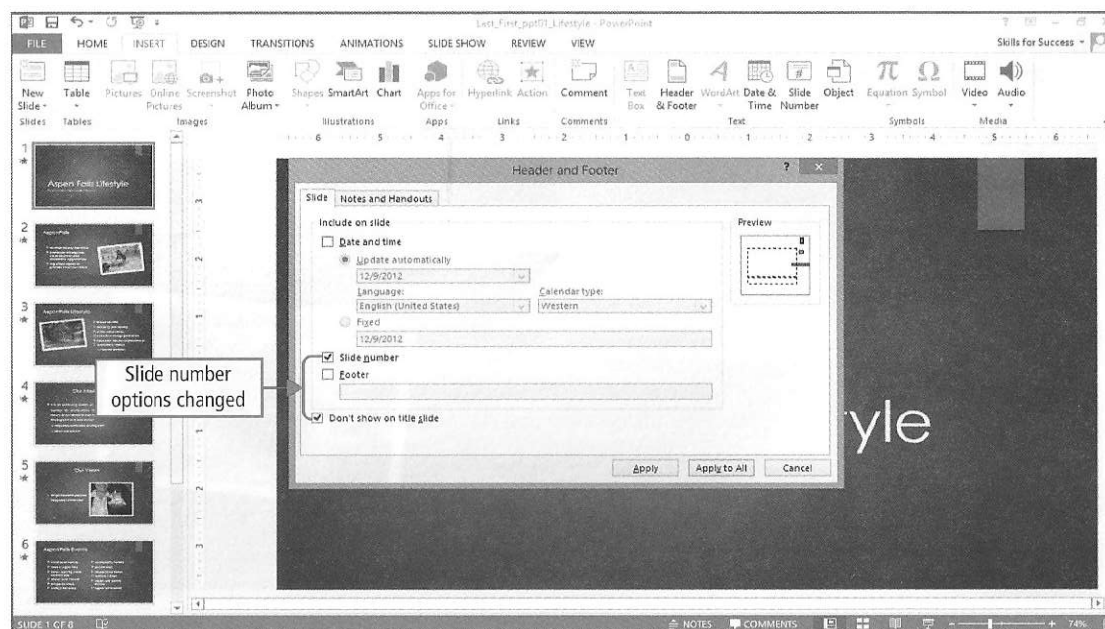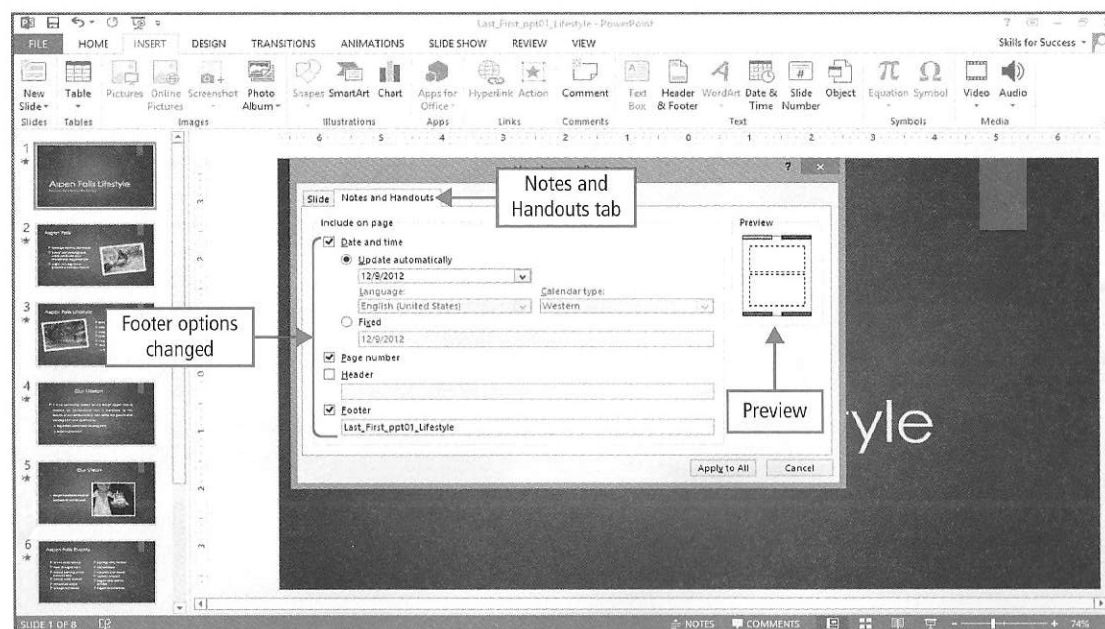
■ Continue to the next page to complete the skill ▶
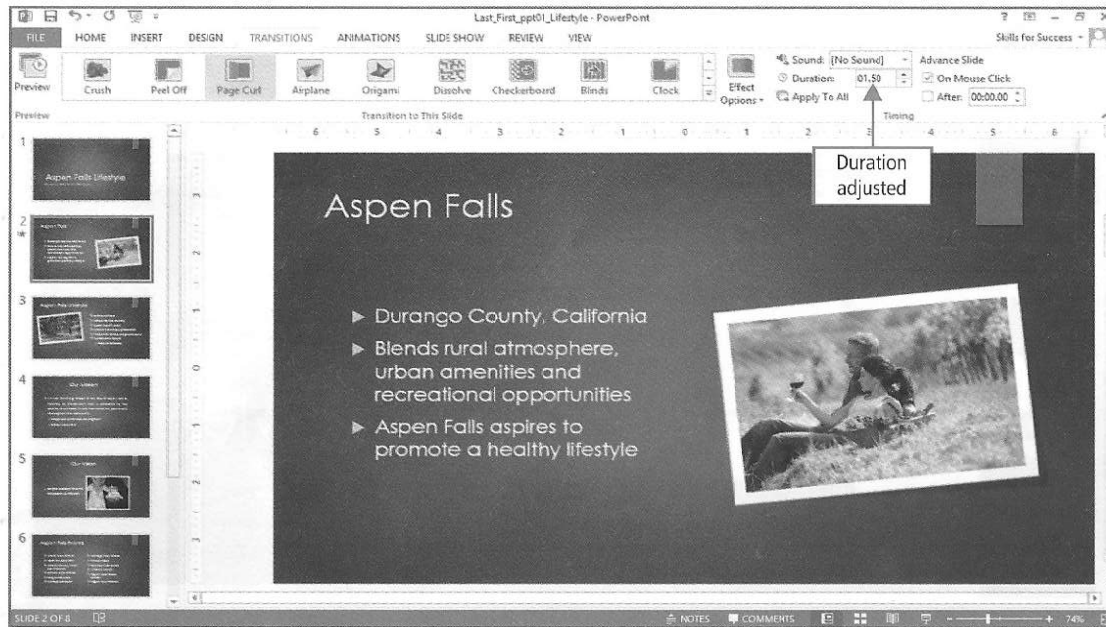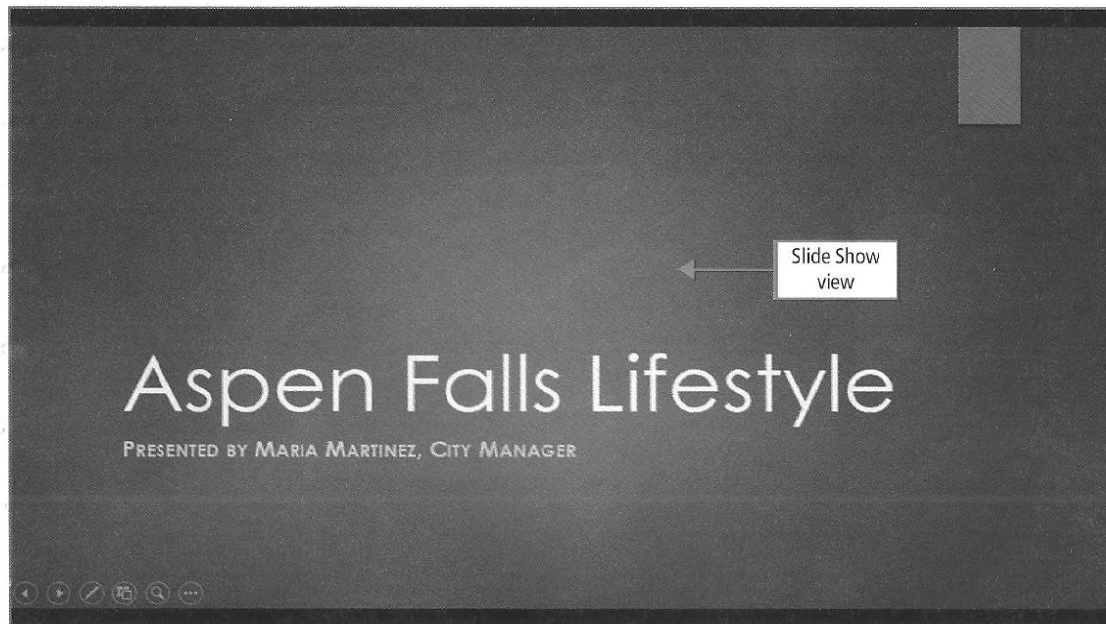

Figure 1

Figure 2

Figure 3

Figure 4

6. In the **Timing group**, click the **Duration box up spin arrow** one time to display *01.50*. Compare your screen with Figure 3.

7. Verify that under **Advance Slide**, the **On Mouse Click** check box is selected so that the slides advance when the mouse button is clicked.

8. In the **Timing group**, click the **Apply To All** button to apply the transition setting to all of the slides.

   The star that appears to the left of the slide thumbnails indicates that motion—in this case a transition—is present on the slide.

9. Click the **Slide Show tab**. In the **Start Slide Show group**, click **From Beginning**. Compare your screen with Figure 4.

10. Click the left mouse button to advance to the second slide, noticing the transition.

11. On **Slide 2**, in the lower left corner, locate the **Slide Controls**. Click the **Next Slide button** ⊙ to advance to **Slide 3**.

    On a touch screen device, you can tap any of the Slide Controls to use them.

12. With **Slide 3** displayed, press the [SpaceBar] or [Enter] to move to **Slide 4**. Continue to advance through the presentation using your preferred method.

13. After the last slide displays, click to display a black slide with the text *End of slide show, click to exit.*

    A **black slide** displays at the end of the slide show to indicate that the presentation is over.

14. Click the left mouse button to return to **Slide 1** in Normal view, and then **Save** ☐ the presentation.

■ **You have completed Skill 8 of 10**

▶ The **Notes pane** is an area of the Normal View window used to type notes that can be printed below an image of the slide. You can read your notes either on printed Notes pages or on screen using Presenter view.

▶ **Notes pages** are printouts that contain the slide image on the top half of the page and speaker notes on the lower half of the page.

▶ In **Presenter view**, you can view your notes and slide on the computer screen. Only the slide is projected to the audience. Presenter view requires only one monitor.

▶ During a presentation, you may find it helpful to refer to your notes for specific statistical information or important points.

1. Display **Slide 2**. On the status bar, click the **Notes button** as needed to display the **Notes** pane. Click in the **Notes** pane and type The population of Aspen Falls was just over 75,000 citizens in the last census. Compare your screen with **Figure 1**.

2. On **Slide 6**. Click in the **Notes** pane and type Volunteers are needed, and welcomed, at all events. Please contact Deborah Davidson for more information at ddavidson@aspenfalls.org. Compare your screen with **Figure 2**.

3. Press [F5] to start the presentation from the beginning, and then click to advance to the second slide.

   Notice that on Slide 2 the speaker notes you entered do not appear on screen. Your screen exactly matches the view being projected to the audience. If you are using dual monitors, your view may differ.
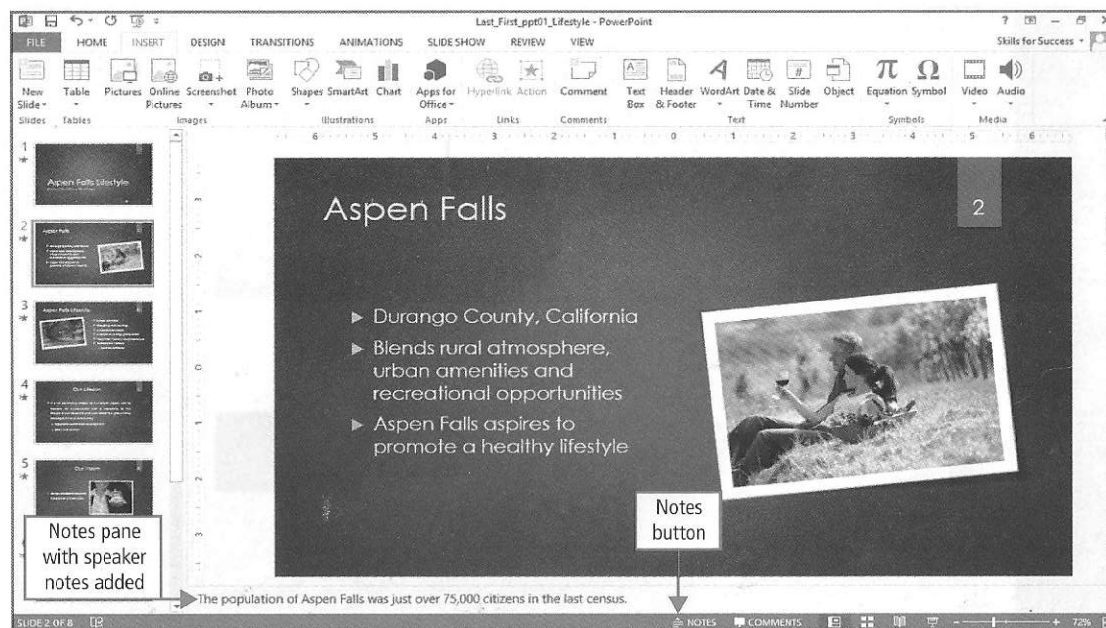
■ **Continue to the next page to complete the skill**

Figure 1

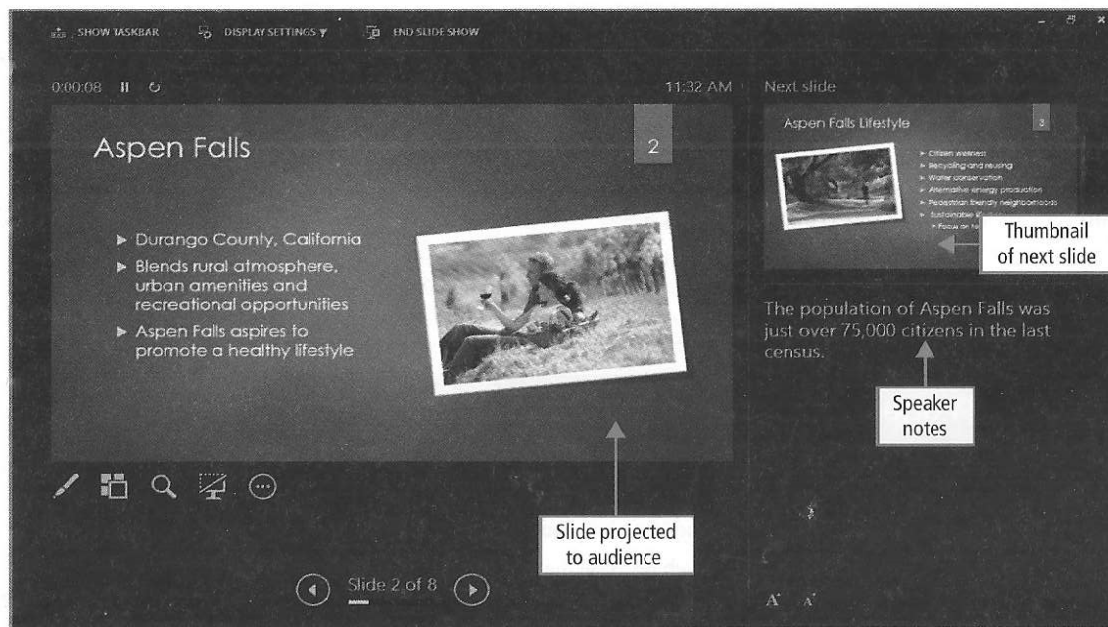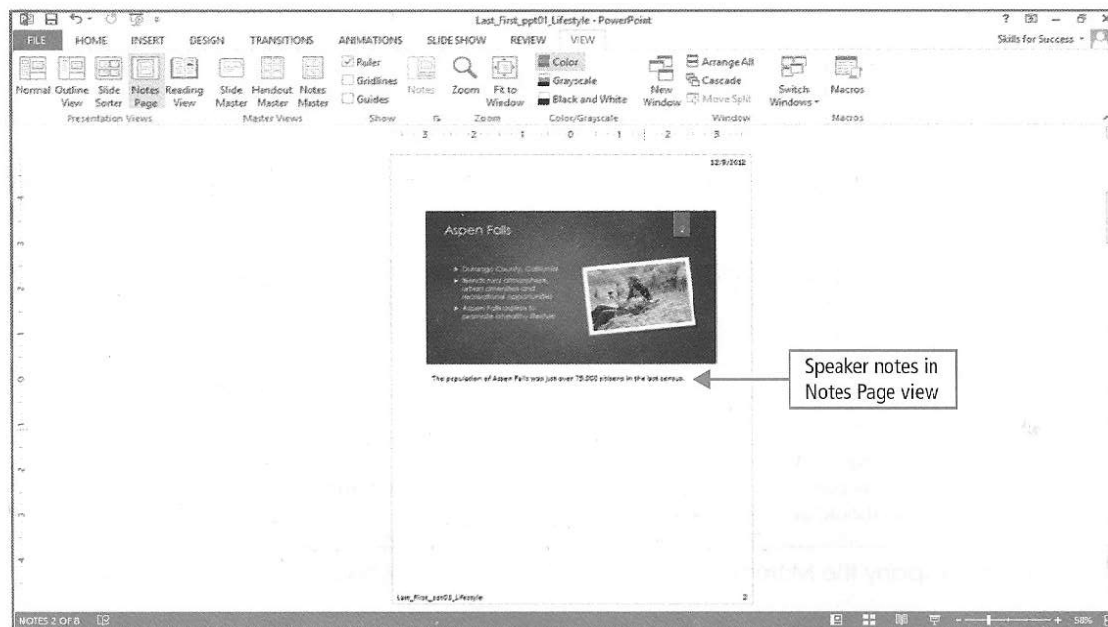

Figure 2

Figure 3

4. Still in Slide Show view, with Slide 2 displayed, right-click any area of the slide. From the shortcut menu, click **Show Presenter View**. Compare your screen with Figure 3.

Presenter view displays three items— the current slide, speaker notes, and a thumbnail of the next slide. This view is shown only on the presenter's screen and is not projected on the screen the audience views. If you are using dual monitors, Presenter view may appear automatically, or the slide may appear on one monitor and the remaining information on the other. Keep these differences in mind as you use Presenter view.

5. Click the **Advance to the Next Slide** button to advance to Slide 3, and then continue to click to advance through the presentation, noticing the speaker notes on Slide 6. Click to end the slide show and return to Normal view.

6. Move to **Slide 1**, and then click the **View tab**. In the **Presentation Views group**, click **Notes Page**. Scroll down to display **Slide 2** and compare your screen with Figure 4.

The lower half of Notes pages for any slides that do not contain notes will remain blank.

7. On the **Status Bar**, click the **Normal button** to return to Normal view.

8. On the Quick Access Toolbar, click **Save** and then **Close** PowerPoint. Submit as directed by your instructor.

✓ **DONE! You have completed Skill 10 of 10, and your presentation is complete!**

Figure 4

The following More Skills are located at **www.pearsonhighered.com/skills**

More Skills 11 Add Online Pictures

You can add images, including clip art and photos, from online sources to your presentation. These images are available from online sources including office.com and bing.com.

In More Skills 11, you will open a presentation and then search for and insert images from online sources. You will resize the inserted images.

To begin, open your web browser, navigate to www.pearsonhighered.com/skills, locate the name of your textbook, and follow the instructions on the website.

More Skills 12 Print Presentations, Notes Pages, and Custom Ranges

In addition to showing a slide show on screen, you can create printouts to accompany a presentation. Printouts can be used as an aid for the presenter or as supplemental materials for the intended audience.

In More Skills 12, you will create screen captures—or Snips—of several presentation views—full page slides, pages with speaker notes, outlines, and audience handouts with spaces for notes.

To begin, open your web browser, navigate to www.pearsonhighered.com/skills, locate the name of your textbook, and follow the instructions on the website.

More Skills 13 Move and Delete Slides in Normal View

Slides can be moved in Normal view. You can select multiple slides using Ctrl, and then delete or drag the selected slides to a new location in the presentation.

In More Skills 13, you will open a presentation, select and delete two slides, and select and move two slides.

To begin, open your web browser, navigate to www.pearsonhighered.com/skills, locate the name of your textbook, and follow the instructions on the website.

More Skills 14 Change Slide Size and Orientation

Projectors and screens have two main formats—standard and wide screen. Slides can be sized to fit their intended use. Handouts can also be adjusted to either a landscape or portrait orientation.

In More Skills 14, you will open a presentation and then change the slide size and orientation. You will document your work by creating a snip.

To begin, open your web browser, navigate to www.pearsonhighered.com/skills, locate the name of your textbook, and follow the instructions on the website.

Please note that there are no additional projects to accompany the More Skills Projects, and they are not covered in the End-of-Chapter projects.

Skills Review

MyITLab®
Grader

To complete this project, you will need the following files:

- ppt01_SRSustainability
- ppt01_SRPlant

You will save your files as:

- Last_First_ppt01_SRSustainability
- Last_First_ppt01_SRSnip

Figure 1

1. Start **PowerPoint 2013**, and then open the student data file **ppt01_SRSustainability**. On the **File tab**, click **Save As**, and then click **Browse**. In the **Save As** dialog box, navigate to your chapter folder, and save the file as Last_First_ppt01_SRSustainability

2. Display **Slide 2** and click so that your insertion point appears to the left of the *p* in *printed*. Type Decrease and then press [SpaceBar].

3. Display **Slide 1**. On the **Home tab**, in the **Editing group**, click the **Replace** button. In the **Find what** box, type Drive and then click in the **Replace with** box. Type Campaign and then click **Replace All**. **Close** the Replace dialog box.

4. On **Slide 1**, select the title placeholder. On the **Home tab**, in the **Font group**, click the **Launcher**. Select **Small Caps**, and then click **OK**.

5. On the **Review tab**, in the **Proofing group**, click the **Spelling** button. Use the **Spelling** task pane to correct the spelling of two words, and then click **OK**.

6. On **Slide 2**, in the third bullet point, right-click the word *policy*, point to **Synonyms** and then click the word **strategy**. Compare your screen with Figure 1.

7. Display **Slide 4**. On the **Home tab**, in the **Slides group**, click the **Layout** button, and then click **Two Content**.

8. In the right content placeholder, click the **Pictures** button. In the **Insert Picture** dialog box, navigate to your student files, and then click **ppt01_SRPlant**. Click **Insert**.

Figure 2

Rido / Fotolia

9. With the picture selected, on the **Format tab**, in the **Picture Styles group**, select **Rounded Diagonal Corner, White**.

10. On the **Status bar**, click the **Slide Sorter** button.

11. In Slide Sorter view, select **Slide 4**, and then drag it so that it appears directly after **Slide 1**. Compare your screen with Figure 2.
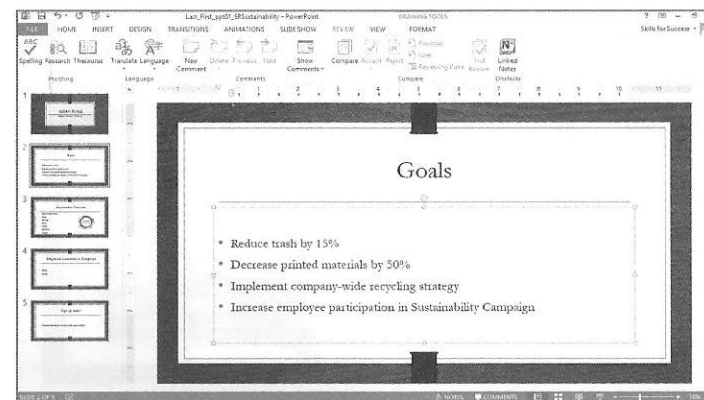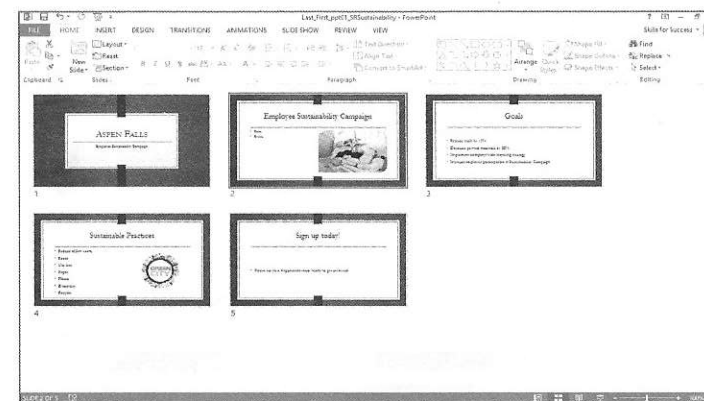
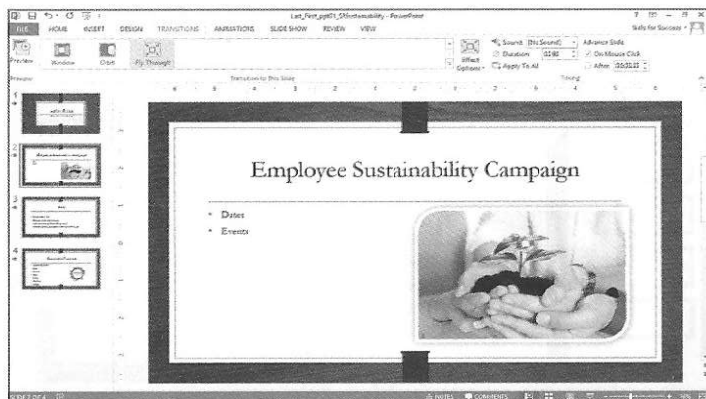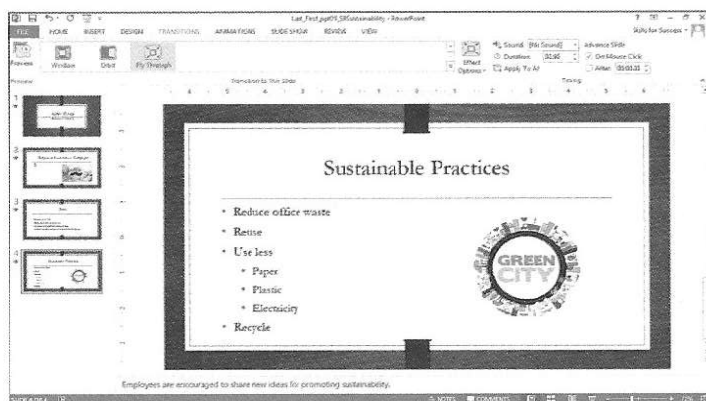- Continue to the next page to complete this Skills Review

Figure 3

Marina Zlochin / Fotolia

Figure 4

12. In Slide Sorter view, select **Slide 5**, and then press `Delete`.

13. Double-click **Slide 2** to return to **Normal view**. On the **Transitions tab**, in the **Transitions to This Slide group**, click the **More arrow**. At the bottom of the gallery, click **Fly Through**.

14. On the **Transitions tab**, in the **Transitions to This Slide group**, click the **Effect Options** button, and then select **In with Bounce**. In the **Timing group**, click **Apply To All**. Compare your screen with Figure 3.

15. Display **Slide 4**. Select the bullet points *Paper, Plastic*, and *Electricity*. With these three bullet points selected, press `Tab`.

16. On the **Status bar**, click the **Notes** button. In the **Notes pane**, type Employees are encouraged to share new ideas for promoting sustainability. Compare your screen with Figure 4.

17. Display **Slide 3**. In the Notes pane, type Incentive program to be announced.

18. On the **Insert tab**, in the **Text group**, click **Header & Footer**. On the **Slide tab**, select the **Slide Number** check box. Select **Don't show on title slide**, and then click **Apply to All**.

19. On the **Insert tab**, in the **Text group**, click **Header & Footer**. On the **Notes and Handouts tab**, select **Date and Time** and verify that **Update Automatically** and **Page Number** are selected. Check **Footer**, and then in the footer box, type Last_First_ppt01_SRSustainability Click **Apply to All**.

20. On the **File tab**, click **Print**. Under **Settings**, click the **Full Page Slides** button and then select **4 Slides Horizontal**. Under **Settings**, click the **Color** button and then click **Pure Black and White**.

21. Press `⊞`, type Snip and then press `Enter`. In the Snipping Tool dialog box, click the **New arrow**, and then click **Full-screen Snip**.

22. Click **Save Snip**, navigate to your **PowerPoint Chapter 1** folder, and then save the snip as Last_First_ppt01_SRSnip **Close** the Snipping Tool markup window.

23. Press `Esc` to return to the presentation, click **Save**, and then **Close** PowerPoint.

24. Submit your printouts or files as directed by your instructor.

✔ **DONE!** You have completed this Skills Review

Skills Assessment 1 (MyITLab® Grader)

To complete this project, you will need the following files:

- ppt01_SA1Bike
- ppt01_SA1BikeLane
- ppt01_SA1BikePark

You will save your files as:

- Last_First_ppt01_SA1Bike
- Last_First_ppt01_SA1Snip

Marina Zlochin / Fotolia

Figure 1

Marco Richter / Fotolia

Figure 2

1. From your student data files, locate and open **ppt01_SA1Bike**. Save it in your **Chapter 1** folder as Last_First_ppt01_SA1Bike

2. On **Slide 2**, in the second bullet point, before the word *on*, add the word lane and add a space.

3. Change the slide layout to **Two Content**. In the content placeholder on the right side of the slide, add the image **ppt01_SA1BikeLane**.

4. With the image still selected, apply the **Beveled Matte, White** picture style.

5. In the left content placeholder, select all of the text. Change the line spacing to **1.5** and the font size to **24**.

6. Select the last three bullet points, beginning with *Bike* and ending with *trails,* and then increase the list indent one level.

7. Add the sentence New development along parkway to be completed in 2016! as speaker notes on Slide 2. Compare your screen with **Figure 1**.

8. After **Slide 3**, insert a new **Slide 4** with the **Picture with Caption** layout. Add the title Bike Aspen Falls accepting the default title formatting.

9. In the picture placeholder, insert the image **ppt01_SA1BikePark**. Apply the **Beveled Matte, White** picture style. In the caption placeholder, type Off road trail at Aspen Lake Park and then increase the font size to **24**.

10. Move **Slide 3** so that it appears as the last slide in the presentation.

11. Use the Spelling pane to correct any spelling errors in the presentation.

12. On **Slide 4**, in the content placeholder, delete the word *fun* and replace it with the word family

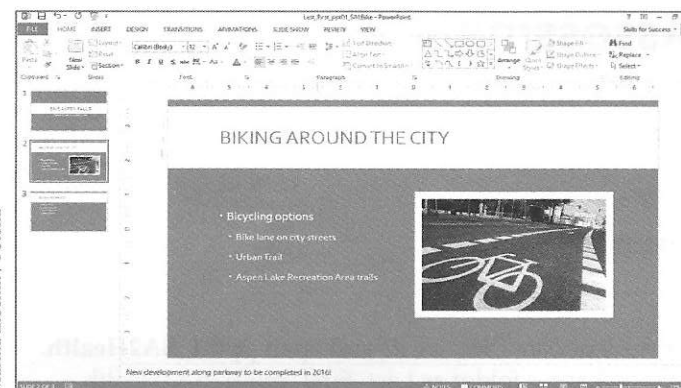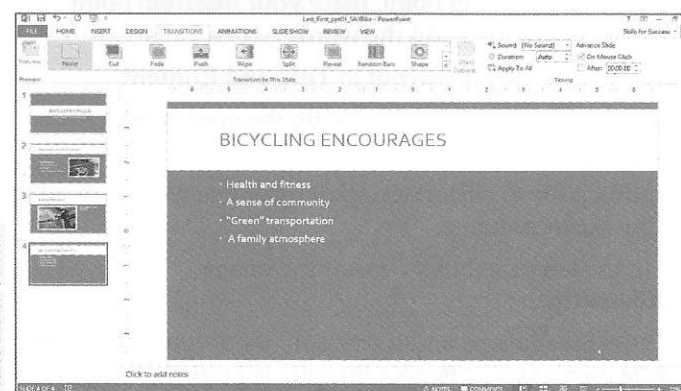13. On **Slide 4**, use the thesaurus to replace the word *Promotes* with the synonym Encourages

14. Use Find and Replace to replace all occurrences of the word *Biking* with the word Bicycling

15. On **Slide 4**, increase the font size for all bulleted text to **24**. Click a blank area of the slide to deselect the placeholder. Compare your screen with **Figure 2**.

16. Apply the **Push** transition to all slides.

17. Add the **Slide number** to all slides except for the title slide.

18. Add the **file name** to the **Footer** for the Notes and Handouts pages, and add the **Date and Time**, setting it to update automatically.

19. Create a Full Screen **Snip** of **Handouts** with **Four Slides Vertical** per page, set to print in **Pure Black and White**. Save the Snip as Last_First_ppt01_SA1Snip

20. **Save** your presentation. **Close** PowerPoint, and then submit the files as directed by your instructor.

✓ **DONE! You have completed Skills Assessment 1**

Skills Challenge 1

To complete this project, you will need the following files:

- ppt01_SC1Invest
- ppt01_SC1InvestImage

You will save your file as:

- Last_First_ppt01_SC1Invest

Locate and open the presentation **ppt01_SC1Invest**. Save the presentation in your chapter folder as Last_First_ppt01_SC1Invest Maria Martinez, City Manager, and Richard Mack, Assistant City Manager, will use this presentation when they meet with business investors who are considering investing in businesses in Aspen Falls. Using the skills you practiced in this chapter, adjust the font of the title on the title slide so that it appears on one line, and then adjust all other fonts in the presentation so they meet the standard rules of design listed in the chapter opening. Adjust the line spacing of all bulleted points so that the text fits well on the slides. Change the layout on Slide 3 so that on the right side of the slide you can add the image **ppt01_SC1InvestImage**. In the left content placeholder on Slide 3, increase the indent for all names, leaving the titles at their original level. Add a Picture Style to both images in the presentation. Correct all spelling errors in the presentation. To all of the Notes and Handouts pages, add the date, page number, and file name as a footer.

✔ **DONE! You have completed Skills Challenge 1**

Skills Challenge 2

To complete this project, you will need the following files:

- ppt01_SC2Events

You will save your file as:

- Last_First_ppt01_SC2Events

Locate and open the presentation **ppt01_SC2Events**, and save it in your chapter folder as Last_First_ppt01_SC2Events Add the current year in the appropriate place. Adjust the font sizes in the presentation, make at least one other enhancement to the fonts in the presentation—change fonts, apply Bold, or apply a Font Effect—and correct the spelling errors. Increase the indent level of approriate information on Slide 2, and then locate and add an appropriate image anywhere in the presentation. Apply a Picture Style to the image you inserted. Add a transition to both slides. To all of the Notes and Handouts pages, add the date, page number, and file name as a footer. Save the presentation and submit as directed.

✔ **DONE! You have completed Skills Challenge 2**

Investing in Aspen Falls

WHY YOU SHOULD GROW YOUR BUSINESS IN ASPEN FALLS

Aspen Falls

- Local government supportve of business and industry
- Excellnt pool of potential employees
- Easy access to business district from highways
- Steady population growth

Aspen Falls

- City Manager
- Maria Martinez
- Assistant City Managr
- Richard Mack
- Community Development Director
- Julia Wagner

Aspen Falls

- Durango County, CA
- Central California, wine contry
- Population: 75,000

Aspen Falls Lifestyle

Presented by Maria Martinez, City Supervisor

Aspen Falls

- Durango County, California

- Blends rural atmosphere, urban amenities and opportunities

- Aspen Falls aspires to promote a healthy lifestyle

Aspen Falls Events

- Winter Blues Festival
- Taste of Aspen Falls
- Annual Starving Artists Sidewalk Sale
- Annual Wine Festival
- Cinquo de Mayo
- Vintage Car Show

- Heritage Day Parade
- Harvest Days
- Amateur Bike Races
- Farmers' Market
- Aspen Lake Nature Cruises
- Aspen Falls Triathalon

Our Mission

▶ It is the continuing misson of the City of Aspen Falls to maintain an environment that is dedicated to the security of our residents and that fosters the growth and developement of a community.

▶ Responsible, sustainable growth

▶ Citizen involvment

Aspen Falls

- Durango County, California
- Maria Martinez, City Supervisor

Upcoming Town Hall Style Meetings

Upcoming Events

CITY HALL

Aspen Falls

Employee Sustainabilty Drive

Goals

- Reduce trash by 15%

- printed materials by 50%

- Implement company-wide recycling policy

- Increse employee participation in Sustainability drive

Sustainable Practices

- Reduce office waste
- Reuse
- Use less
- Paper
- Plastic
- Electricity
- Recycle

Employee Sustainability Drive

- Dates
- Events

Sign up today!

- Please see your department team leader to get involved!