# *New Perspectives Microsoft Office 365 and PowerPoint 2016 Comprehensive 1st edition Pinard Solutions Manual*

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# Microsoft PowerPoint 2016

## Module 2: Adding Media and Special Effects

**A Guide to this Instructor's Manual:**
We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive module summary.

This document is organized chronologically, using the same headings in blue that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Teacher Tips, Classroom Activities, and Lab Activities. Pay special attention to teaching tips and activities geared towards quizzing your students, enhancing their critical thinking skills, and encouraging experimentation within the software.

In addition to this Instructor's Manual, our Instructor's Resources also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

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## Module Objectives

Students will have mastered the material in this module when they can:

- Apply a theme used in another presentation
- Insert shapes
- Format shapes and pictures
- Rotate and flip objects
- Create a table
- Modify and format a table
- Insert symbols
- Add footers and headers
- Apply and modify transitions
- Animate objects and bulleted lists
- Change how an animation starts
- Add video and modify playback options

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- Understand animation effects applied to videos
- Trim video and set a poster frame
- Compress media
- Create a mix

[Applying a Theme Used in Another Presentation]

LECTURE NOTES

- Show how to apply a theme used in another presentation

TEACHER TIP

Remind students that if they need to use a custom theme frequently, they can save a presentation file as an Office Theme file.

CLASSROOM ACTIVITIES

Quick Quiz

1. Themes can be found on the _____ tab on the Ribbon. (Answer: c)
   a. FILE
   b. HOME
   c. DESIGN
   d. ANIMATIONS
2. True or False: You can create a custom theme in PowerPoint. (Answer: True)

[Inserting Shapes]

LECTURE NOTES

- Show how to draw and format shapes

TEACHER TIP

Point out to students that circles and squares are made from modifying Ovals and Rectangles.

CLASSROOM ACTIVITIES

1. Class Activity: Have students work at their computers and practice making shapes. Have them use the Shapes button and click on the shape they want. Then have them create a circle from an oval and a square from a rectangle. Once they have created four different shapes, have them modify the size and color of the shape.
2. Quick Quiz:
   - True/False: To add a shape to a slide, click a shape in the Shapes gallery and then click in the slide. (Answer: True)
   - True/False: You cannot edit or resize shapes that you selected from the Shapes gallery and inserted into a slide. (Answer: False)

[Rotating and Flipping Objects]

LECTURE NOTES

- Show how to rotate and flip objects

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TEACHER TIP
Point out to students that Smart Guides will appear when text boxes are dragged near objects. This will help them guide the text box to a desired place.

CLASSROOM ACTIVITIES

1. Quick Quiz:
   - To rotate an object, you can use the _____. (Answer: B. rotate handle)
     A. Smart Guide
     B. rotate handle
     C. Shapes Gallery
     D. Insert tab
2. Class Activity: Have students draw a shape and then add text to it. Have them flip the shape so it is upside-down. Have them manually rotate the text box using the rotate handles or the Rotate Commands on the Rotate menu.

## Formatting Objects

LECTURE NOTES

- Demonstrate how to apply formats to objects on a slide

TEACHER TIP
Point out to students that the PICTURE TOOLS and DRAWING TOOLS FORMAT tabs allow you to apply formatting to any object on a slide.

Make sure students know how to use the Format Painter.

CLASSROOM ACTIVITIES

1. Quick Quiz:
   - True/False: Colors can be changed or special effects can be added to an object. (Answer: True)
   - The _____ gallery on the PICTURE TOOLS FORMAT tab has several style options that you can apply to an object. (Picture Styles)

LAB ACTIVITY

Have students work at their own computers to modify the same piece of clip art. Ask them to modify the color, size, and border, and to add special effects. Have them share with the class what they did and discuss the variety of artistic choices that they made.

## Creating and Formatting Tables

LECTURE NOTES

- Show how to create a table on a slide

TEACHER TIP
Students might not find table formatting all that interesting. Point out to them that tables are so commonly used to present information that it is a good idea to pay attention, especially to the formatting they will cover in this chapter.

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CLASSROOM ACTIVITIES

1. Quick Quiz:
   - A _____ is information arranged in horizontal rows and vertical columns. (Answer: D)
     A. cell
     B. layout
     C. structure
     D. table

2. Critical Thinking: Have students break into groups to create tables for the campus bus schedule. (They can make up the information if it is not readily available.) Have them decide how best to organize and present the information, making it look as interesting as possible, while keeping it professional.)

## Inserting Symbols

LECTURE NOTES

- Show how to insert symbols

TEACHER TIP
Have students spend some time looking through the Symbol dialog box so that they can see what is available there.

CLASSROOM ACTIVITIES

1. Quick Quiz:
   - You can open the Symbol dialog box by clicking the Symbol button on the _____ tab. (Answer: D)
     A. HOME
     B. DESIGN
     C. LAYOUT
     D. INSERT

## Adding Footers and Headers

LECTURE NOTES

- Show how to add footers and headers.

TEACHER TIP
Advise students to consider well what they put in their headers and footers. Keeping slides uncluttered is a priority. If there is too much information, viewers will be overwhelmed and have a hard time processing the main points on a slide.

CLASSROOM ACTIVITIES

1. Quick Quiz:
   - True/False: By default, headers and footers will show on the title slide. (Answer: True)
   - True/False: You can click the Transition button or the Slide Number button to open the Header & Footer dialog box. (Answer: False)

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## Applying Transitions

LECTURE NOTES

- Show how to apply transitions

TEACHER TIP
Make sure students understand that they should never get too carried away with transitions in professional presentations. It is usually best to go with a conservative approach, using Reveal instead of Airplane, for example.

CLASSROOM ACTIVITIES

1. Quick Quiz:
    - True/False: You can have sounds accompany transitions. (True)

## Applying Animations

LECTURE NOTES

- Show how to apply animations.

TEACHER TIP
Make sure students understand that they should never get too carried away with animations in professional presentations. As with the application of transitions, it is usually best to go with a conservative approach.

CLASSROOM ACTIVITIES

1. Quick Quiz:
    - The animation type in which text and objects follow a path on a slide is called a(n) _____ path.
        A. Entrance
        B. Crossing
        C. Motion (Correct Answer)
        D. Animation
    - You can find animation commands on the _____ tab on the Ribbon. (Answer: ANIMATIONS)
2. Group Activity: Have students experiment with various animations and effects.

## Adding and Modifying Video

LECTURE NOTES

- Show how to add and modify video.

TEACHER TIP
Explain to students that PowerPoint supports various file formats for videos, but the most commonly used formats are the Audio Visual Interleave format (.avi) and the Windows Media Video format (.wmv).

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Remind students that after they insert video into a presentation they can modify the video by changing the length of time the video plays. They can also change the video's playback options and apply formats and styles to the video.

CLASSROOM ACTIVITIES

1. Quick Quiz:
   - True/False: When you insert a video into a slide, the default is for it to play On Click. (Answer: True)
   - If a video is too long, or there are parts of the video that you don't want to show during the slide show, you can trim it using the _____ button. (Answer: Trim Video)

LAB ACTIVITY

Have students insert a digital video into a slide presentation, adjust playback options, and then trim the video so that it is15seconds long.

Compressing and Optimizing Media

LECTURE NOTES

- Show how to compress media.

TEACHER TIP

Explain to students that as they continue to add objects, including sound and animation, to a presentation, or apply transitions and complex animations, the file size of the presentation will grow.

Point out to students that when pictures are compressed, pixels are removed.

CLASSROOM ACTIVITIES

1. Quick Quiz:
   - True/False: Pictures added to slides in a presentation are compressed by default to 220 pixels per inch (ppi). (Answer: True)
   - True/False: One option to minimize the presentation file size is to compress the pictures in the presentation. (Answer: True)
2. Critical Thinking: Have students discuss any experiences they might have had with large files. Were they sending the file via e-mail? Were they trying to download the file? Were they uploading a file to the Web? Did it take a long time to send or load? What might they have done to fix these problems?

Using the Office Mix Add-In

LECTURE NOTES

- Describe how to install Office Mix
- Discuss how to create a mix
- Describe how to add interactive content to a mix
- Discuss how to preview and upload a mix

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CLASSROOM ACTIVITIES

1. Quick Quiz:
    - True/False: When you record a mix, a mix media object is placed on each slide that you record. (True)
    - True/False: You cannot record slides individually. (False)

End of Module Material

- **Review Assignments:** Review Assignments provide students with additional practice of the skills they learned in the module using the same module case, with which they are already familiar. These assignments are designed as straight practice and do not include anything of an exploratory nature.
- **Case Problems:** A typical NP module has four Case Problems following the Review Assignments. Short modules can have fewer Case Problems (or none at all); other modules may have five Case Problems. The Case Problems provide further hands-on assessment of the skills and topics presented in the module, but with new case scenarios. There are five types of Case Problems:
    - **Apply**. In this type of Case Problem, students apply the skills that they have learned in the module to solve a new problem.
    - **Create**. In a Create Case Problem, students are either shown the end result (such as a finished Word document) and asked to create the document based on the figure provided, or, students are asked to create something from scratch in a more free-form manner.
    - **Challenge**. A Challenge Case Problem involves one or more Explore steps. These steps challenge students by having them go beyond what was covered in the module, either with guidance in the step or by using online Help as directed.
    - **Research**. A Research Case Problem requires students to find information on the Internet to help solve a problem or to include in the file they are creating.
    - **Troubleshoot**. In this type of Case Problem, certain steps of the exercise require students to identify and correct errors that are intentionally placed in the files. Completing these steps helps to promote problem solving and critical thinking.

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## Quick Check Answers

**Session 2.1**

1. the Drawing Tools Format tab

2. a preset combination of borders, effects, and other elements that you can apply to a shape or picture with one click

3. the formatting of the area inside the shape

4. cell

5. the insertion point does not appear in any cell in the table and the Select button in the Table group on the Table Tools Layout tab is gray and unavailable

6. type the shortcut key combination, or use the Symbol button in the Symbols group on the Insert tab

7. the text that appears in the Footer text box on a slide, handouts, and notes pages and in the Footer box on the Slide or Notes Pages and Handouts tab in the Header and Footer dialog box

## Quick Check Answers

**Session 2.2**

1. the manner in which a new slide appears on the screen in place of the previous slide during a slide show

2. effects applied to an object, such as a graphic or a bulleted list, that makes the object appear, disappear, or move

3. change the duration



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4. First-level items animate when you advance the slide show; subitems animate with their first-level items.

5. the frame that appears when the video is not playing

6. you need to click the video object to start the video (you cannot just advance the slide show)

7. the Pause animation

8. an interactive video of your presentation that you post on a Microsoft website



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# HomeFit Videos

Student Name

Presentation saved as "HomeFit Mix". Slides 3-5 deleted. Mix created. Inking options set to Thick Pen with Red Color. Slide 1: voice recorded. Slide 2: subbullet circled.

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# Videos Include





- 10 minute warm up
- Cardio workout
- Strength training
  - Different exercises each phase
  - Each exercise has beginner through advanced options
- 5 minute cool down

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# Quiz



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# HomeFit Videos

Student Name

"HomeFit" file saved as "HomeFit Videos". Slide 1: Name added as subtitle

Theme from "FitTheme" applied

Compress photos to 96 ppi, delete cropped areas. Compress media to Low Quality

All slides: Checkerboard transition with default From Left effect and duration of 1.25s. Slides 1: remove the transition

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# Videos Include



Slides 2-3: picture style Double Frame, Black applied; border color changed to Dark Blue, Text 2, Darker 50%.

Slides 2-3: Bulleted list, Float In animation with Float Down effect, .50s duration.



- 10 minute warm up
- Cardio workout
- Strength training
  - Different exercises each phase
  - Each exercise has beginner through advanced options
- 5 minute cool down

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# Three Phases



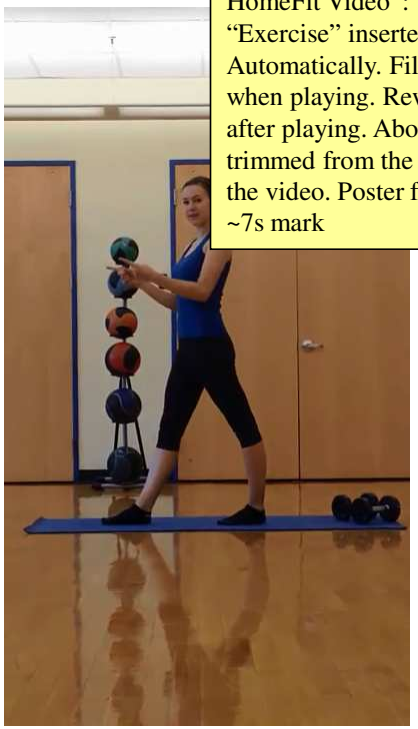


- Phase 1 (Day 1-25)
  - Focus on losing fat
  - Introducing cardio
- Phase 2 (Day 26-80)
  - Developing muscle
  - Increasing cardio endurance
- Phase 3 (Day 81-100)
  - Toning muscle
  - Focus on intrinsic muscles

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# Sample Clip from a HomeFit Video





Slide "Sample Clip from a HomeFit Video": Video "Exercise" inserted. Plays Automatically. Fills screen when playing. Rewinds after playing. About 8s trimmed from the end of the video. Poster frame at ~7s mark

This clip shows part of a cool-down segment.

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# Packages

Slide "Packages": New row with specified text added below "HomeFit Original"



| Package | Includes | Benefits | Cost |
|---|---|---|---|
| HomeFit Original | 1 hour of online video per day | Trim body fat and increase muscle | $30.00/month |
| HomeFit Plus | 15 hours of online video per week | More options for cardio and strength training | $45/month |
| HomeFit Extreme | 1 hour of online video per day plus weekly email consultations with a trainer | Personal attention to help you address your personal concerns | $50.00/month |
| HomeFit DVDs | 3 DVDs, one for each phase | Trim body fat and increase muscle | $85.00 |

Table style changed to Light Style 1 – Accent 1. Header row: Century Gothic font, font size 20, centered horizontally. Final column: contents centered horizontally.

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Slide 6: Blank layout applied, picture “Equipment” inserted. Picture cropped to remove bottom inch, resized to 7.5”H. Positioned and aligned.

Slide 6: “Subscribe or Order Your DVDs Today!”, Century Gothic (Headings) font, size 48, Black text color, bold font face. Rectangle shape: no fill, no outline.

Slide 6: Rectangle shape entrance animation Grow & Turn. Duration 1.25s. After previous. 0.5s delay

# Subscribe or Order Your DVDs Today!

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# Grading Rubric – PowerPoint 2016
# Module 2, Case Problem 1

**Class:**
**Professor:**
**Notes:**
***Solution Filename:*** *HomeFit Videos.pptx, HomeFit Mix.pptx*

| Description | Pts | Your Score |
|---|---|---|
| "HomeFit" file saved as "HomeFit Videos". Slide 1: Name added as subtitle | **1** | |
| Theme from "FitTheme" applied | **2** | |
| Slides 2-3: picture style Double Frame, Black applied; border color changed to Dark Blue, Text 2, Darker 50%. | **3** | |
| Slides 2-3: Bulleted list, Float In animation with Float Down effect, .50s duration. | **2** | |
| Slide "Sample Clip from a HomeFit Video": Video "Exercise" inserted. Plays Automatically. Fills screen when playing. Rewinds after playing. About 8s trimmed from the end of the video. Poster frame at ~7s mark | **2** | |
| Slide "Packages": New row with specified text added below "HomeFit Original" | **2** | |
| Table style changed to Light Style 1 – Accent 1. Header row: Century Gothic font, font size 20, centered horizontally. Final column: contents centered horizontally. | **2** | |
| Slide 6: Blank layout applied, picture "Equipment" inserted. Picture cropped to remove bottom inch, resized to 7.5"H. Positioned and aligned. | **2** | |
| Slide 6: "Subscribe or Order Your DVDs Today!", Century Gothic (Headings) font, size 48, Black text color, bold font face. Rectangle shape: no fill, no outline. | **2** | |
| Slide 6: Rectangle shape entrance animation Grow & Turn. Duration 1.25s. After previous. 0.5s delay | **3** | |
| Compress photos to 96 ppi, delete cropped areas. Compress media to Low Quality | **2** | |
| All slides: Checkerboard transition with default From Left effect and duration of 1.25s. Slides 1: remove the transition | **3** | |
| Presentation saved as "HomeFit Mix". Slides 3-5 deleted. Mix created. Inking options set to Thick Pen with Red Color. Slide 1: voice recorded. Slide 2: subbullet circled. | **4** | |
| **TOTAL POSSIBLE POINTS:** | **30** | **0** |

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**YOUR SCORE: _____**

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# Grading Rubric – PowerPoint 2016
# Module 2, Case Problem 2

**Class:**
**Professor:**
**Notes:**
***Solution Filename:*** *Cutting Edge Furniture.pptx*

| Description | Pts | Your Score |
|---|---|---|
| "Furniture" opened, name added as subtitle, saved as "Cutting Edge Furniture" | **3** | |
| Slide 1: Trademark symbol inserted | **3** | |
| Slides 3-7: Pictures inserted as in Fig 2-47. | **3** | |
| Slide 8: Table formatted as in Fig- 2-47, centered horizontally, 2.9" wide columns, formatted with Medium Style 1 – Accent 3 table style, 2.25" borders in Olive Green, Accent 6 color. | **3** | |
| Photos compressed to 96 ppi. | **3** | |
| Slide 2: Bulleted list animated to Wipe with From Top effect. List on left animation timing set to On Click. List on right animation timing set to After Previous with a delay of two seconds. List on right subitems animation timing set to With Previous | **3** | |
| Slides 1,2,8 and 9: Fade transition. Slides 3-7: Conveyor transition | **3** | |
| Footer all slides except title slide: "Cutting Edge Furniture" Notes/handouts: Current date updated automatically displayed, Name added as header | **4** | |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

**YOUR SCORE: _____**

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# Grading Rubric – PowerPoint 2016
# Module 2, Case Problem 3

**Class:**
**Professor:**
**Notes:**
***Solution Filename:*** *Primped Paws.pptx*

| Description | Pts | Your Score |
|---|---|---|
| File "Paws" opened, name added as subtitle, saved as "Primped Paws" | **1** | |
| Theme from "PawsTheme" applied | **1** | |
| Slide 3 ("Our Care"): font size of text and bulleted list set to 24. Slide 7 ("Make an Appointment"): font size of text set to 28. | **2** | |
| Slide 5 ("Canine Friends") and 6 ("Feline Friends"): layout Content Bottom Caption, text entered. | **2** | |
| Slide 2 ("About Us") and 3 ("Our Care"): bulleted list animated with Appear entrance animation. | **2** | |
| Slide 3 ("Our Care"): Rounded Rectangle shape below picture. Text entered. Shape resized to 0.5"h and 4"w. Shape centered and middle aligned below picture. Moderate Effect – Dark Teal, Accent 1 shape style applied. Outline color set to White. Shape animated with the Appear animation. | **2** | |
| Slide 3: animation of last bulleted item set to 5th animation; animation of third bulleted item set to 4th item; start timing of rounded rectangle coincides with 2nd bulleted item | **2** | |
| Slide 3 ("Our Care"), Slide 5 ("Canine Friends"), Slide 6 ("Feline Friends"): Metal Rounded Rectangle picture style applied to photo | **2** | |
| Slide 4 ("Pricing"): 5x4 table created, data entered | **2** | |
| Slide 4: new row added to table, data entered | **2** | |
| Slide 4: Font Size of text in table set to 28; text in first row centered and middle-aligned; all dollar values right-aligned | **2** | |
| Slide 4: White 3-point border between rows and columns | **2** | |
| All slides except first slide: footer text "Primped Paws" added. Notes and handouts: student name added as header. | **2** | |
| All slides except the first slide: Honeycomb transition with duration set to 1.75s | **1** | |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

**YOUR SCORE: _____**

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# Grading Rubric – PowerPoint 2016
# Module 2, Case Problem 4

**Class:**
**Professor:**
**Notes:**
***Solution Filename:*** *CarePak for Students.pptx, CarePak Mix.pptx*

| Description | Pts | Your Score |
|---|---|---|
| "CarePak" opened, name added as subtitle, saved as "CarePak for Students" | **1** | |
| Theme from "CPTheme" document applied to presentation. | **1** | |
| Slide 2 ("About Us"): Bulleted list animated using the Random Bars animation with Vertical effect | **2** | |
| Slide 3 ("Package Options"): 2x4 table inserted without a header row; text entered in first column; photos entered in second column | **2** | |
| Slide 3: Row height of all rows set to 1.2". Second column width set to 1.8" | **2** | |
| Slide 3: All table text set to bold with White, Text 1 font color. Font size set to 24. Text in first column centered vertically | **2** | |
| Slide 3: fill color removed from first column of table | **2** | |
| Slide 3: rectangle inserted; 7.5"x1.25"h; positioned over the first row of table | **1** | |
| Slide 3: Wipe exit animation, From Left effect, applied to rectangle | **2** | |
| Slide 3: Rectangle duplicated three times; additional instances positioned over the remaining rows of the table | **1** | |
| Slide 3: Rectangle fill matches slide background; outline removed | **1** | |
| Slide 4 ("Customer Reviews"): Appear animation applied to bulleted list, letters appear one by one, delay between letters set to 0.1s | **2** | |
| Slide 4: Typewriter sound applied to bulleted list animation | **1** | |
| All slides except Slide 1: Airplane transition applied | **1** | |
| Presentation saved as "CarePak Mix"; Slides 2 and 4 deleted. No audio recorded in mix. Pen color set to Red. Slide 2: Circle drawn around "Personalized Combo Package" after the 4th rectangle disappears | **2** | |
| New Slide 4 created, titled "Survey", Title and Content layout. Multiple Response Poll inserted. Question and option text entered | **2** | |
| Mix saved and uploaded. Multiple survey responses recorded. | **2** | |
| New Slide 5 created, Blank layout | **1** | |
| Slide 5: Screenshot of survey analytics inserted, 7.5"h, positioned on slide | **2** | |
| **TOTAL POSSIBLE POINTS:** | **30** | **0** |

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**YOUR SCORE: _____**

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# Grading Rubric – PowerPoint 2016
# Module 2, Module Case

**Class:**
**Professor:**
**Notes:**
***Solution Filename:*** *Riverwalk Repairs.pptx; Riverwalk Repair Mixs.pptx*

| Description | Pts | Your Score |
|---|---|---|
| "Riverwalk" opened, name, saved as "Riverwalk Repairs" | **2** | |
| Theme from "WalkTheme" presentation | **2** | |
| Slides 3, 6, 7: Photo Title & Content layout | **2** | |
| Slide 3: Left Arrow, "Start here" | **1** | |
| Slide 3: Duplicate Left Arrow, "Ends here" | **1** | |
| Slide 3: Flip Arrows horizontally; reposition and adjust both arrows | **2** | |
| Slide 3: "Ends here" Arrow: Red; Left Starts here Arrow: Light 1 Outline, Colored Fill – Dark Green, Accent 4 | **1** | |
| Slides 5: Simple Frame, White; Picture border: Dark Blue, Accent 3 | **2** | |
| Slide 4: 3x4 table. 1st cell, 1st row, "Description of Damages"; 2nd cell, 1st row, "Cost of Repairs"; followed by "Notes"; 2nd row and on: data rows | **2** | |
| New bottom row with data; New first column; Last column deleted | **2** | |
| Adjust column width | **1** | |
| Light Style 1 applied to table | **1** | |
| 1st row, Dark Blue, Accent 3 shading; White, Background 1, Darker 5% | **2** | |
| Remove top border on top row, make bottom border of top row 3 pt | **2** | |
| New column, cells filled with pictures | **2** | |
| Row height .85", text centered vertically, text in last column right-aligned. Table centered and moved up so it does not overlap the blue bar | **2** | |
| Slide 8: "™", "é", "ñ" inserted | **1** | |
| Insert footer, slide number, and date to slides, insert header on handouts and notes page | **2** | |
| All slides: Push transition. Effect Options From out. Duration 1.5" | **3** | |
| Slide 5: Split animation with Vertical Out effect and a Duration of .75; copied to photo on left; delay of 1 second | **2** | |
| Title slide: remove animation applied to title and change order of animations applied to photos | **2** | |
| Slide 2: animate bulleted list so each first-level bulleted item appears on the slide one at a time | **2** | |
| Slide 6: Video "Erosion2"; trim to 10s; set poster frame; automatic | **3** | |

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| | | |
|---|---|---|
| start | | |
| Media compressed to Low Quality | **2** | |
| Open “Mix” file and save as “Riverwalk Repairs Mix” | **2** | |
| Create a mix | **2** | |
| Add a quiz to the mix | **2** | |
| **TOTAL POSSIBLE POINTS:** | **50** | |

**YOUR SCORE: _____**

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# Grading Rubric – PowerPoint 2016
# Module 2, Review Assignment

**Class:**
**Professor:**
**Notes:**
***Solution Filename:*** *Renewed Riverwalk.pptx, Riverwalk Renewed Mix.pptx*

| Description | Pts | Your Score |
|---|---|---|
| "Renewed1.pptx" opened, name as subtitle, saved as "Renewed Riverwalk" | **1** | |
| Theme from "NewTheme" presentation | **1** | |
| Slide 5 ("Views of the Trail"): photo "Landscape" inserted in top placeholder, photo "NewStairs" inserted in bottom placeholder. Drop shadow Rectangle applied to all five pictures. | **2** | |
| Slide 5: Right Arrow shape, text inserted, lengthened to accommodate text | **2** | |
| Slide 5: Shape style of Arrow shape set to Subtle Effect – Orange, Accent 1. Outline set to Red, Accent 2 color. | **2** | |
| Slide 5: Shape duplicated three times, text changed, shapes resized. | **2** | |
| Slide 5: Arrow shapes with text "Path set …" and "New stairs" flipped horizontally | **2** | |
| Slide 5: Arrow shapes positioned | **2** | |
| Slide 4 ("Projects"): 3x4 table inserted, data entered, row added | **2** | |
| Slide 4: Row added above final row of table, text "New railings" … entered | **2** | |
| Slide 4: Light Style 2 – Accent 4 applied to table | **2** | |
| Slide 4: New column inserted to left of "Improvement" column, pictures inserted | **2** | |
| Slide 4: Table formatted: 20-point font size, 1" height for rows 2-5, 2" width for first column, columns 2-3 just wide enough to accommodate text on one line, text in all rows except first row centered vertically, data in cost column all rows except first row right-aligned, borders between rows 2-6 set to 3-point black border | **2** | |
| Slide 4: Table centered horizontally on slide, top half of top row overlaps photo behind slide | **2** | |
| All slides: Uncover transition, From Bottom effect, 0.5s duration | **2** | |
| Slide 2 ("Improvements Made"): bulleted list animated with Wipe animation, From Left effect, 0.75s duration | **2** | |
| | | |

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| | | |
|---|---|---|
| Slide 5 (“Views of the Trail”): Fade entrance animation applied to photos. Wipe animation, From Left effect, applied to two leftmost arrow shapes. Wipe animation, From Right effect, applied to two rightmost arrow shapes. | **2** | |
| Slide 5: Animations reordered so that each arrow appears immediately after its corresponding photo | **2** | |
| Slide 5: 0.25s delay applied to arrow animation | **2** | |
| Slide 6 (“New Views of the River from the Trail”): video “NewView” added. 3s trimmed from the beginning. Poster frame at 4s mark. Video plays automatically, fills screen, and rewinds after playing. | **2** | |
| Slide 7 (“Thank Your!”): Trademark sign added, “é” character inserted, “ñ” character inserted | **2** | |
| Footer text “Renewed Riverwalk” added to all slides except title slide. Slide number included in footer. Notes and handouts: “Renewed Riverwalk” added as header, student name as footer, page numbers visible. | **2** | |
| Photos compressed to 96 ppi. Media compressed to Low Quality. | **2** | |
| “Renewed2.pptx” opened, saved as “Riverwalk Renewed Mix.pptx” | **1** | |
| Mix created. Pen color set to Red. Slide 1: voice recording. Slide 3: exclamation point penned after name. | **2** | |
| New slide 3, Title and Content layout, title added, True False quiz added, question text entered, True set as correct answer | **2** | |
| Document saved and mix uploaded | **1** | |
| **TOTAL POSSIBLE POINTS:** | **50** | **0** |

**YOUR SCORE: _____**

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File “Paws” opened, name added as subtitle, saved as “Primped Paws””

Theme from “Gym Theme” applied



# Primped Paws Grooming Service

Student Name

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# About Us

- Founded in 2009
- State of the art cleaning facility
- Certified health and safety inspections
- Accepts animals of all sizes

Slide 2 (“About Us”) and 3 (“Our Care”): bulleted list animated with Appear entrance animation.



All slides except first slide: footer text “Primped Paws” added. Notes and handouts: student name added as header.

All slides except the first slide: Honeycomb transition with duration set to 1.75s



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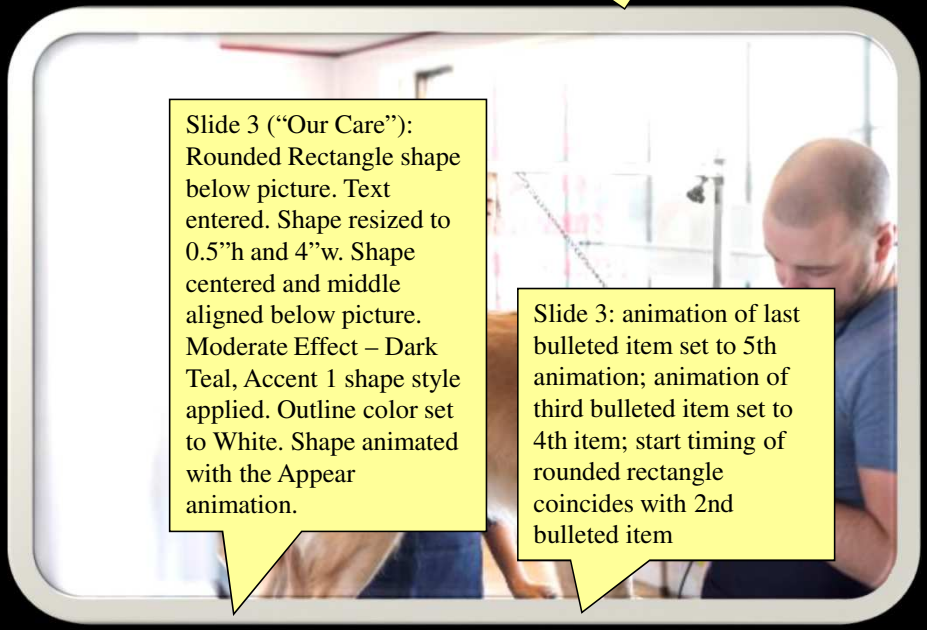
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# Our Care

Slide 3 (“Our Care”): font size of text and bulleted list set to 24. Slide 7 (“Make an Appointment”): font size of text set to 28.

- All staff are fully certified
- Each animal is assigned to two groomers
- One groomer stays with animal at all times
- Video cameras installed in all rooms

Slide 3 (“Our Care”), Slide 5 (“Canine Friends”), Slide 6 (“Feline Friends”): Metal Rounded Rectangle picture style applied to photo



Slide 3 (“Our Care”): Rounded Rectangle shape below picture. Text entered. Shape resized to 0.5”h and 4”w. Shape centered and middle aligned below picture. Moderate Effect – Dark Teal, Accent 1 shape style applied. Outline color set to White. Shape animated with the Appear animation.

Slide 3: animation of last bulleted item set to 5th animation; animation of third bulleted item set to 4th item; start timing of rounded rectangle coincides with 2nd bulleted item

Two groomers keep animals calm



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# Pricing

Slide 4 ("Pricing"): 5x4 table created, data entered

| Size | Wash and Brush | Trim Fur | Trim Nails | All Three |
|---|---|---|---|---|
| 0-15 lbs. | $15 | $10 | $10 | $35 |
| 16-40 lbs. | $20 | $15 | $10 | $45 |
| 41-80 lbs. | $25 | $20 | $10 | $55 |
| 81+ lbs. | $30 | $25 | $10 | $65 |

Slide 4: new row added to table, data entered

Slide 4: Font Size of text in table set to 28; text in first row centered and middle-aligned; all dollar values right-aligned

Slide 4: White 3-point border between rows and columns



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# Canine Friends

Slide 5 (“Canine Friends”) and 6 (“Feline Friends”): layout Content Bottom Caption, text entered.



Daisy gets a bath



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# Feline Friends



Sam gets brushed



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# Make an Appointment Today!

- Primped Paws Grooming Service
  1887 Washington Street
  Parkville, MD 21234
- 410-555-6519
- www.primpedpaws.example.com



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“Renewed1.pptx” opened, name as subtitle, saved as “Renewed Riverwalk”

Theme from “NewTheme” presentation

All slides: Uncover transition, From Bottom effect, 0.5s duration

Photos compressed to 96 ppi. Media compressed to Low Quality.

# Riverwalk Trail

Student Name



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# Improvements Made

- Cleared out all unwanted brush and debris
- Fixed broken railing and stairs
- Entire Riverwalk has a better view of the river
- New stairs built and new railings installed
- Groundcover added





Slide 2 ("Improvements Made"): bulleted list animated with Wipe animation, From Left effect, 0.75s duration

Footer text "Renewed Riverwalk" added to all slides except title slide. Slide number included in footer. Notes and handouts: "Renewed Riverwalk" added as header, student name as footer, page numbers visible.



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# Cost

- The cost stayed under budget
- Total spent = $3,900
- Local businesses donated time and labor







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# Projects

| | Improvement | Cost | Donated? |
|---|---|---|---|
|  | New sign | $0 | Cushing La |
|  | New stairs | $1000 | No |
|  | Cleared out debris and brush | $0 | Martinez a |
|  | New railings | $0 | Cushing Landscaping |
|  | Groundcover & retaining walls | $2000 | No |

Slide 4 ("Projects"): 3x4 table inserted, data entered, row added

Slide 4: Row added above final row of table, text "New railings" … entered

Slide 4: Light Style 2 – Accent 4 applied to table

Slide 4: New column inserted to left of "Improvement" column, pictures inserted

Slide 4: Table formatted: 20-point font size, 1" height for rows 2-5, 2" width for first column, columns 2-3 just wide enough to accommodate text on one line, text in all rows except first row centered vertically, data in cost column all rows except first row right-aligned, borders between rows 2-6 set to 3-point black border

Slide 4: Table centered horizontally on slide, top half of top row overlaps photo behind slide



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# Views of the Trail

Slide 5 ("Views of the Trail"): photo "Landscape" inserted in top placeholder, photo "NewStairs" inserted in bottom placeholder. Drop shadow Rectangle applied to all five pictures.

Improved visibility

Slide 5: Right Arrow shape, text inserted, lengthened to accommodate text

Slide 5: Shape style of Arrow shape set to Subtle Effect – Orange, Accent 1. Outline set to Red, Accent 2 color.



Slide 5: Shape duplicated three times, text changed, shapes resized.

Slide 5: Arrow shapes with text "Path set …" and "New stairs" flipped horizontally

Slide 5: Arrow shapes positioned



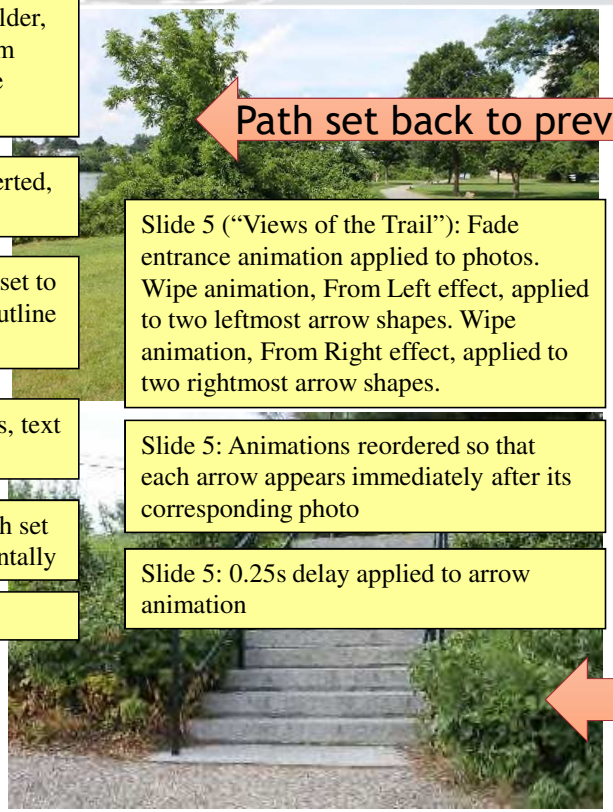
Debris and brush cleared

Path set back to prevent more erosion

Slide 5 ("Views of the Trail"): Fade entrance animation applied to photos. Wipe animation, From Left effect, applied to two leftmost arrow shapes. Wipe animation, From Right effect, applied to two rightmost arrow shapes.

Slide 5: Animations reordered so that each arrow appears immediately after its corresponding photo

Slide 5: 0.25s delay applied to arrow animation



New stairs



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# New Views of the River from the Trail

Slide 6 (“New Views of the River from the Trail”): video “NewView” added. 3s trimmed from the beginning. Poster frame at 4s mark. Video plays automatically, fills screen, and rewinds after playing.





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# Thank You!

- RiverClean™
- José Quiñones
- Cushing Landscaping
- Martinez and Sons





Slide 7 (“Thank Your!”): Trademark sign added, “é” character inserted, “ñ” character inserted



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# Riverwalk Trail

"Renewed2.pptx" opened, saved as "Riverwalk Renewed Mix.pptx"

Mix created. Pen color set to Red. Slide 1: voice recording. Slide 3: exclamation point penned after name.

Document saved and mix uploaded



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# Views of the Trail



Improved visibility



Debris and brush cleared



Path set back to prevent more erosion



New stairs



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# Do You Know?

New slide 3, Title and Content layout, title added, True False quiz added, question text entered, True set as correct answer



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# Thank You!

- RiverClean™
- Cushing Landscaping
- Martinez and Sons
- José Quiñones !



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Open “Mix” file and save as “Riverwalk Repairs Mix”
Create a mix
Riverwalk Repairs
Student Name







# Importance of Riverwalk

- Established by Mayor James Johnson in 1987
- Safe for families and single walkers
  - Well-lit along the entire trail
  - Easy access to street at multiple points
- Two side routes
  - 1 mile short loop
  - 2.5 mile long loop

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# Quick Quiz

Add a quiz to the mix

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# Some Areas of Concern





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Slide 2: Bulleted list, Fly In entrance animation



# Importance of Riverwalk

All slides: Reveal transition. Effect Options From Right. Duration 1.5"

- Established by Mayor James Johnson in 1987
- Many citizens use the trail daily
- Safe for families and single walkers
  - Well-lit along the entire trail
  - Easy access to street at multiple points
- Two side routes
  - 1 mile short loop
  - 2.5 mile long loop

Slide 2: animate bulleted list so each first-level bulleted item appears on the slide one at a time



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# Riverwalk Trail Location

Slides 3, 6, 7: Photo Title & Content layout




Left Arrow, "Start here" ; Left Starts here Arrow: Light 1 Outline, Colored Fill – Dark Green, Accent 4

Flip Arrows horizontally; reposition and adjust both arrows

Duplicate Left Arrow, "Ends here"; Red



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# Problems

- Many parts of the Riverwalk are damaged after severe thunderstorms
- Unsafe for public
- Has not had maintenance since it was first established in 1987

Slide 4: 3x4 table. 1st cell, 1st row, "Activity"; 2nd, "Time". 3 data rows

Font 28. 1st column text fits on 1 line. Medium Style 3 – Accent 3 style. 1st row, Olive Green, Accent 3, Darker 50%. Horizontal borders

New column, cells filled with pictures

"Arrive Flam", "Fjord cruises from Flam" rows. Last column deleted

Row height 1", text centered vertically. Headings centered horizontally in cells

Slide 4: "ø", "å" inserted

Hønefoss/Flåm rows, Proofing language: Norwegian (Bokmål)



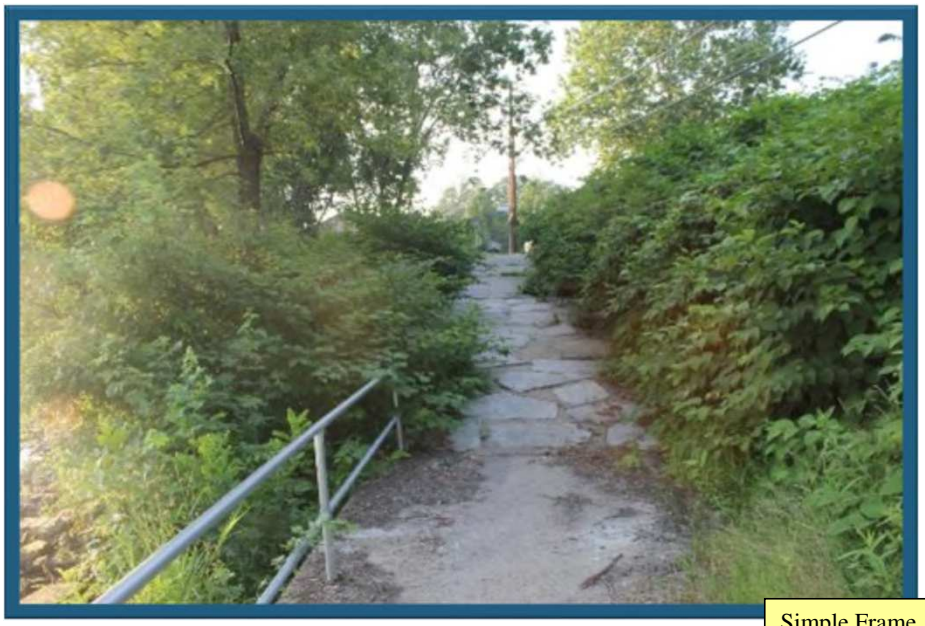
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# Some Areas of Concern

Slide 5: Split animation with Vertical Out effect and a Duration of .75; copied to photo on left; delay of 1 second





Simple Frame, White; Picture border: Dark Blue, Accent 3



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# Erosion: The Biggest Issue

Slides 3, 6, 7: Photo Title & Content layout



Slide 6: Video “Erosion2”; trim to 10s; set poster frame; automatic start


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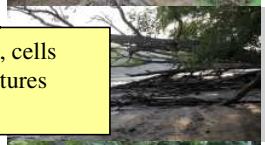
# Cost of Repairs

Slide 4: 3x4 table. With content as shown after: New bottom row with data; New first column; Last column deleted; Adjust column width

Light Style 1 applied to table; 1st row, Dark Blue, Accent 3 shading; White, Background 1, Darker 5%

Slides 3, 6, 7: Photo Title & Content layout

Remove top border on top row, make bottom border of top row 3 pt

| | Description of Damages | Cost of Repair |
|---|---|---|
|  | Broken stairs at beginning of trail | $700 |
|  | Erosion along banks | $2500 |
|  | Fallen trees blocking trail | $350 |
|  | Jersey barrier blocking trail | $300 |
|  | Broken and vandalized signage | $250 |

"New column, cells filled with pictures

Row height .85", text centered vertically, text in last column right-aligned. Table centered and moved up so it does not overlap the blue bar



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# Questions?

"ñ" inserted

media compressed to Low Quality

- José Quiñones
- RiverClean™

"™" inserted

- 430 Boardman St.
  Lowell, MA 01852
- (978) 555-0934
- josequinones@riverclean.example.org

Insert footer, slide number, and date to slides, insert header on handouts and notes page



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# Riverwalk Trail

Student Name





# Improvements Made

- Cleared out all unwanted brush and debris
- Fixed broken railing and stairs
- Entire Riverwalk has a better view of the river
- New stairs built and new railings installed
- Groundcover added







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# Cost

- The cost stayed under budget
- Total spent = $3,900
- Local businesses donated time and labor







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# Projects

| | Improvement | Cost | Donated? |
|---|---|---|---|
|   | New sign | $0 | Cushing Landscaping |
|  | New stairs | $1000 | No |
|  | Cleared out debris and brush | $0 | Martinez and Sons |
|  | New railings | $0 | Cushing Landscaping |
|  | Groundcover & retaining walls | $2000 | No |



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# Views of the Trail

Improved visibility



Path set back to prevent more erosion



Debris and brush cleared



New stairs





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# New Views of the River from the Trail





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# Thank You!

- RiverClean™
- José Quiñones
- Cushing Landscaping
- Martinez and Sons







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# Riverwalk Trail



# Views of the Trail



Improved visibility



Debris and brush cleared



Path set back to prevent more erosion



New stairs



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# Do You Know?



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# Thank You!

- RiverClean™
- Cushing Landscaping
- Martinez and Sons
- José Quiñones !



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# Importance of Riverwalk

- Established by Mayor James Johnson in 1987
- Safe for families and single walkers
  - Well-lit along the entire trail
  - Easy access to street at multiple points
- Two side routes
  - 1 mile short loop
  - 2.5 mile long loop



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# Quick Quiz



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# Some Areas of Concern







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# Riverwalk Repairs

Student Name

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# Importance of Riverwalk

- Established by Mayor James Johnson in 1987
- Many citizens use the trail daily
- Safe for families and single walkers
  - Well-lit along the entire trail
  - Easy access to street at multiple points
- Two side routes
  - 1 mile short loop
  - 2.5 mile long loop



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# Riverwalk Trail Location






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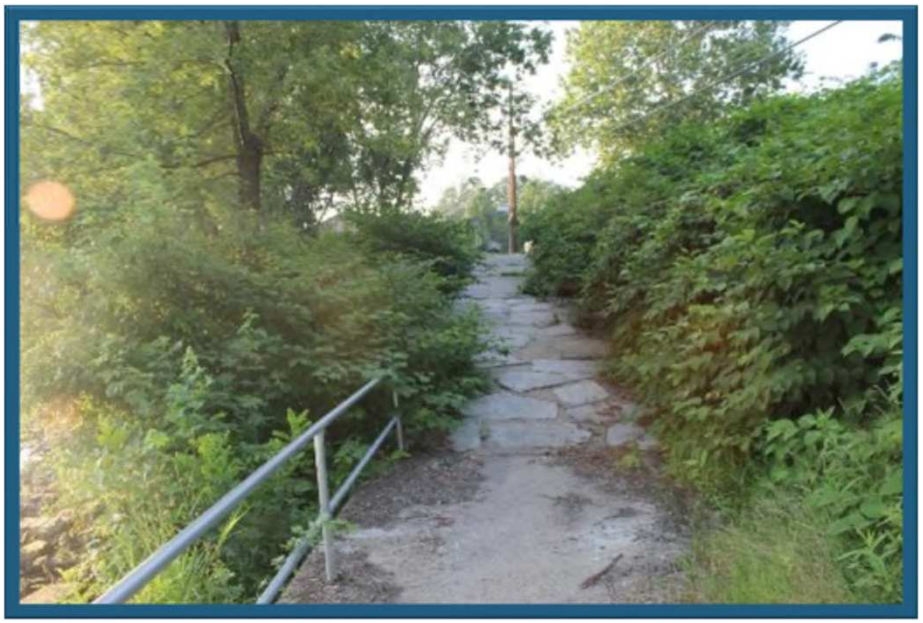
# Problems

- Many parts of the Riverwalk are damaged after severe thunderstorms
- Unsafe for public
- Has not had any maintenance since it was first established in 1987



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# Some Areas of Concern

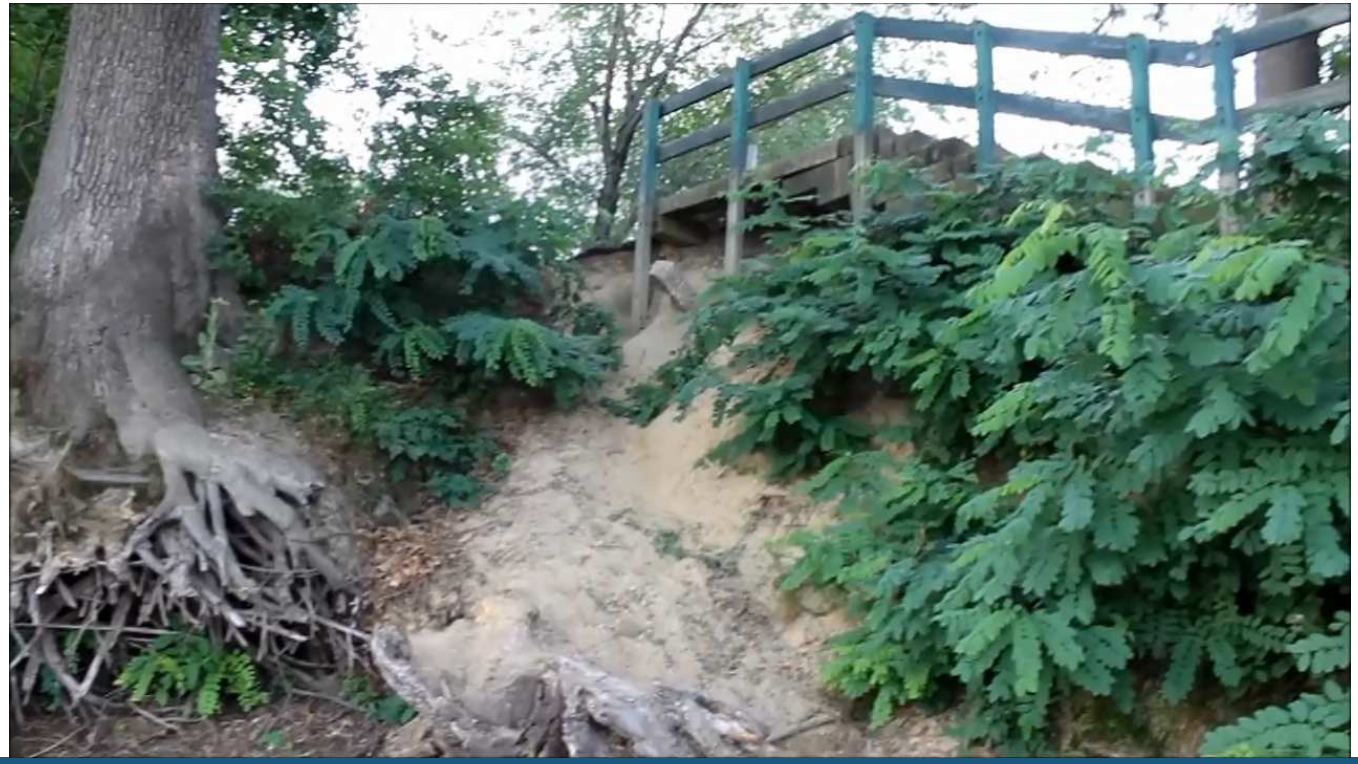






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# Erosion: The Biggest Issue





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# Cost of Repairs

| | Description of Damages | Cost of Repair |
|---|---|---|
|  | Broken stairs at beginning of trail | $700 |
|  | Erosion along banks | $2500 |
|  | Fallen trees blocking trail | $350 |
|  | Jersey barrier blocking trail | $300 |
|  | Broken and vandalized signage | $250 |



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# Questions?

- José Quiñones
- RiverClean™
- 430 Boardman St.
  Lowell, MA 01852
- (978) 555-0934
- josequinones@riverclean.example.org



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# CarePak: Care Packages for College Students

Student Name

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# About Us

- We send care packages to college students
- You order and we deliver the same week
- We deliver to colleges nationwide



# Package Options



# Customer Reviews

- "It was the perfect way to let my child know I was thinking about him!" –Susan Brady, Parent
- "I really appreciated getting the gift from my parents! It brightened up my week!"- Louis Ramirez, Student



# Order a Care Package

- CarePak
- 317-555-9834
- www.carepak.example.com





# CarePak: Care Packages for College Students

Student Name

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# Package Options



# Order a Care Package

- CarePak
- 317-555-9834
- www.carepak.example.com





# Survey

Allow Single Choice Only  Allow Multiple Choices

Sweet snacks

Salty snacks

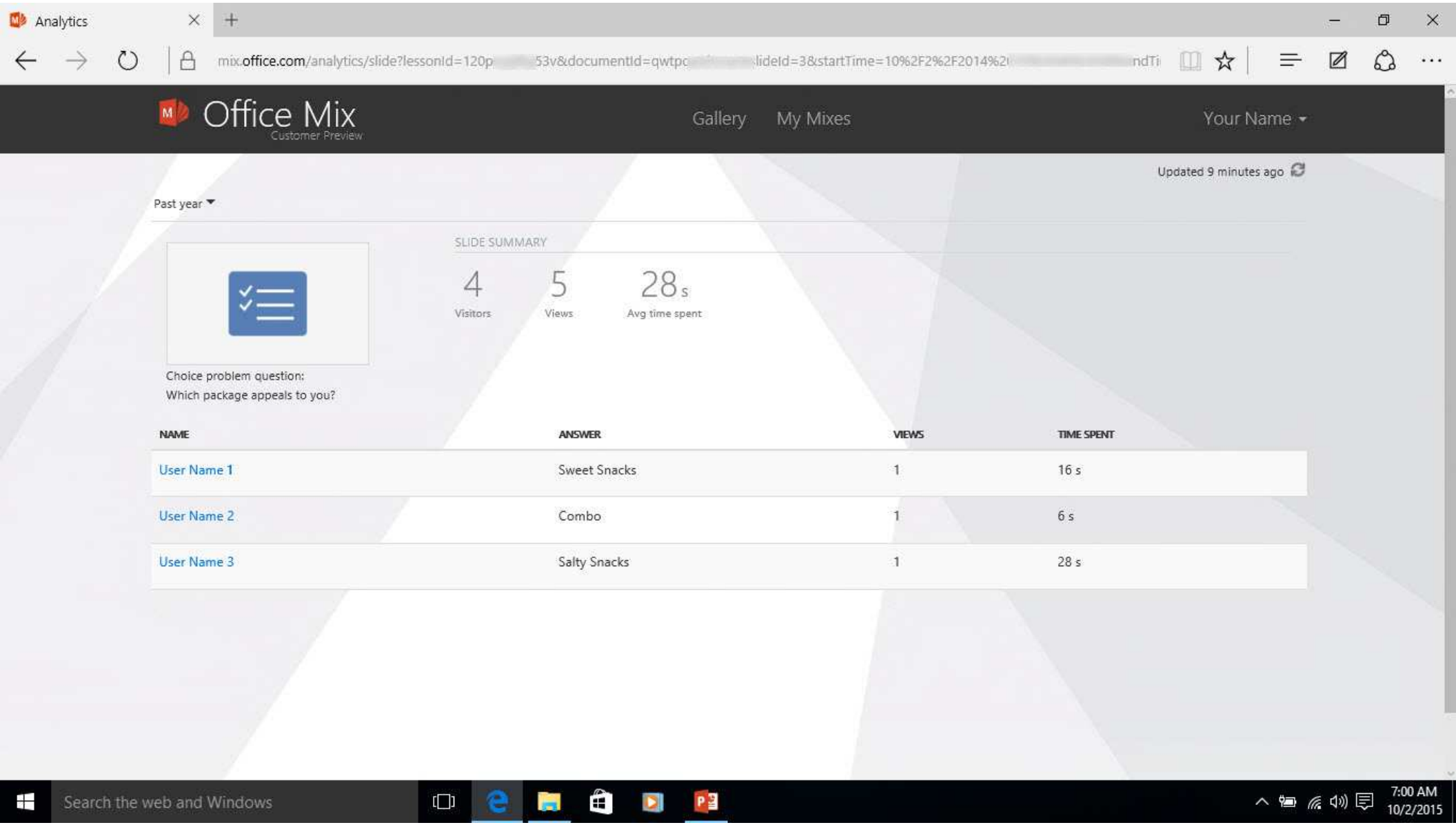
Games

Combo

Add another answer

Preview

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Analytics
mix.office.com/analytics/slide?lessonId=120p 53v&documentId=qwtpc lideId=3&startTime=10%2F2%2F2014%2 ndTi
Office Mix
Customer Preview
Gallery
My Mixes
Your Name
Updated 9 minutes ago
Past year
SLIDE SUMMARY
4
Visitors
5
Views
28 s
Avg time spent
Choice problem question:
Which package appeals to you?
NAME
ANSWER
VIEWS
TIME SPENT
User Name 1
Sweet Snacks
1
16 s
User Name 2
Combo
1
6 s
User Name 3
Salty Snacks
1
28 s
Search the web and Windows
7:00 AM
10/2/2015

# Cutting Edge Furniture™

Student Name

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# What We Offer

- Custom made furniture
  - Chairs
  - Tables
  - Desks
  - Beds
  - Bureaus
  - Armoires
- Types of wood
  - Cherry
  - Oak
  - Mahogany



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# 1. Get Best Quality Wood

Trees harvested from our own sustainable forest.





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# 2. Sketch Plans

We meet with client and sketch plans for custom furniture.





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# 3. Build

Furniture is built according to custom blueprint.





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# 4. Sand

All wood is thoroughly sanded and prepped to ensure the best surface for the stain.





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# 5. Stain and Finish

Pieces are stained with selected color, and then finished with three coats of lacquer.





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# Pricing Examples

| Type of Furniture | Cost |
|---|---|
| Chair, 24" x 28" x 40" | $375 |
| Table, 54" x 78" x 38" | $1,450 |
| Desk, 66" x 38“ x 38" | $1,600 |

| Type of Wood | Cost per Linear Foot |
|---|---|
| Oak | No additional cost |
| Cherry | $20 extra |
| Mahogany | $35 extra |



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# Contact Me

Carl Bertoni, Manager

432 Gardner Street
Forest Lake, MN 55025

651-555-0923



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# HomeFit Videos

Student Name

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# Videos Include





- 10 minute warm up
- Cardio workout
- Strength training
  - Different exercises each phase
  - Each exercise has beginner through advanced options
- 5 minute cool down

# Quiz





# Subscribe or Order Your DVDs Today!

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# HomeFit Videos

Student Name

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# Videos Include





- 10 minute warm up
- Cardio workout
- Strength training
  - Different exercises each phase
  - Each exercise has beginner through advanced options
- 5 minute cool down

# Three Phases





- Phase 1 (Day 1-25)
  - Focus on losing fat
  - Introducing cardio
- Phase 2 (Day 26-80)
  - Developing muscle
  - Increasing cardio endurance
- Phase 3 (Day 81-100)
  - Toning muscle
  - Focus on intrinsic muscles

# Sample Clip from a HomeFit Video





This clip shows part of a cool-down segment.

# Packages



| Package | Includes | Benefits | Cost |
|---|---|---|---|
| HomeFit Original | 1 hour of online video per day | Trim body fat and increase muscle | $30.00/month |
| HomeFit Plus | 15 hours of online video per week | More options for cardio and strength training | $45/month |
| HomeFit Extreme | 1 hour of online video per day plus weekly email consultations with a trainer | Personal attention to help you address your personal concerns | $50.00/month |
| HomeFit DVDs | 3 DVDs, one for each phase | Trim body fat and increase muscle | $85.00 |

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# Subscribe or Order Your DVDs Today!

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# Primped Paws Grooming Service

Student Name

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# About Us

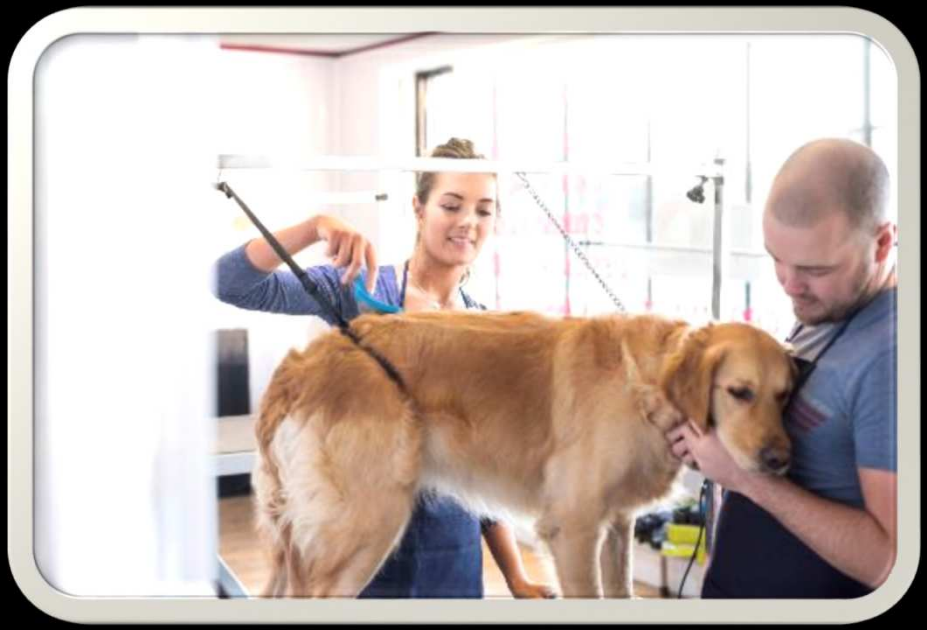
- Founded in 2009
- State of the art cleaning facility
- Certified health and safety inspections
- Accepts animals of all sizes



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# Our Care

- All staff are fully certified
- Each animal is assigned to two groomers
- One groomer stays with animal at all times
- Video cameras installed in all rooms



Two groomers keep animals calm



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# Pricing

| Size | Wash and Brush | Trim Fur | Trim Nails | All Three |
|---|---|---|---|---|
| 0-15 lbs. | $15 | $10 | $10 | $35 |
| 16-40 lbs. | $20 | $15 | $10 | $45 |
| 41-80 lbs. | $25 | $20 | $10 | $55 |
| 81+ lbs. | $30 | $25 | $10 | $65 |



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# Canine Friends



Daisy gets a bath



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# Feline Friends



Sam gets brushed



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# Make an Appointment Today!

- Primped Paws Grooming Service
  1887 Washington Street
  Parkville, MD 21234
- 410-555-6519
- www.primpedpaws.example.com



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# CarePak: Care Packages for College Students

Student Name

"CarePak" opened, name added as subtitle, saved as "CarePak for Students"

Theme from "CPTheme" document applied to presentation.

All slides except Slide 1: Airplane transition applied

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# About Us

- We send care packages to college students
- You order and we deliver the same week
- We deliver to colleges nationwide

Slide 2 (“About Us”): Bulleted list animated using the Random Bars animation with Vertical effect

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# Package Options

Slide 3 ("Package Options"): 2x4 table inserted without a header row; text entered in first column; photos entered in second column

Slide 3: Row height of all rows set to 1.2". Second column width set to 1.8"

Slide 3: All table text set to bold with White, Text 1 font color. Font size set to 24. Text in first column centered vertically

Slide 3: fill color removed from first column of table

Slide 3: rectangle inserted; 7.5"x1.25"h; positioned over the first row of table

Slide 3: Wipe exit animation, From Left effect, applied to rectangle

Slide 3: Rectangle duplicated three times; additional instances positioned over the remaining rows of the table

Slide 3: Rectangle fill matches slide background; outline removed

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# Customer Reviews

- "It was the perfect way to let my child know I was thinking about him!" –Susan Brady, Parent
- "I really appreciated getting the gift from my parents! It brightened up my week!"- Louis Ramirez, Student

Slide 4 ("Customer Reviews"): Appear animation applied to bulleted list, letters appear one by one, delay between letters set to 0.1s

Slide 4: Typewriter sound applied to bulleted list animation

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# Order a Care Package

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# CarePak: Care Packages for College Students

Student Name

Presentation saved as "CarePak Mix"; Slides 2 and 4 deleted. No audio recorded in mix. Pen color set to Red. Slide 2: Circle drawn around "Personalized Combo Package" after the 4th rectangle disappears.

Mix saved and uploaded. Multiple survey responses recorded.

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# Package Options

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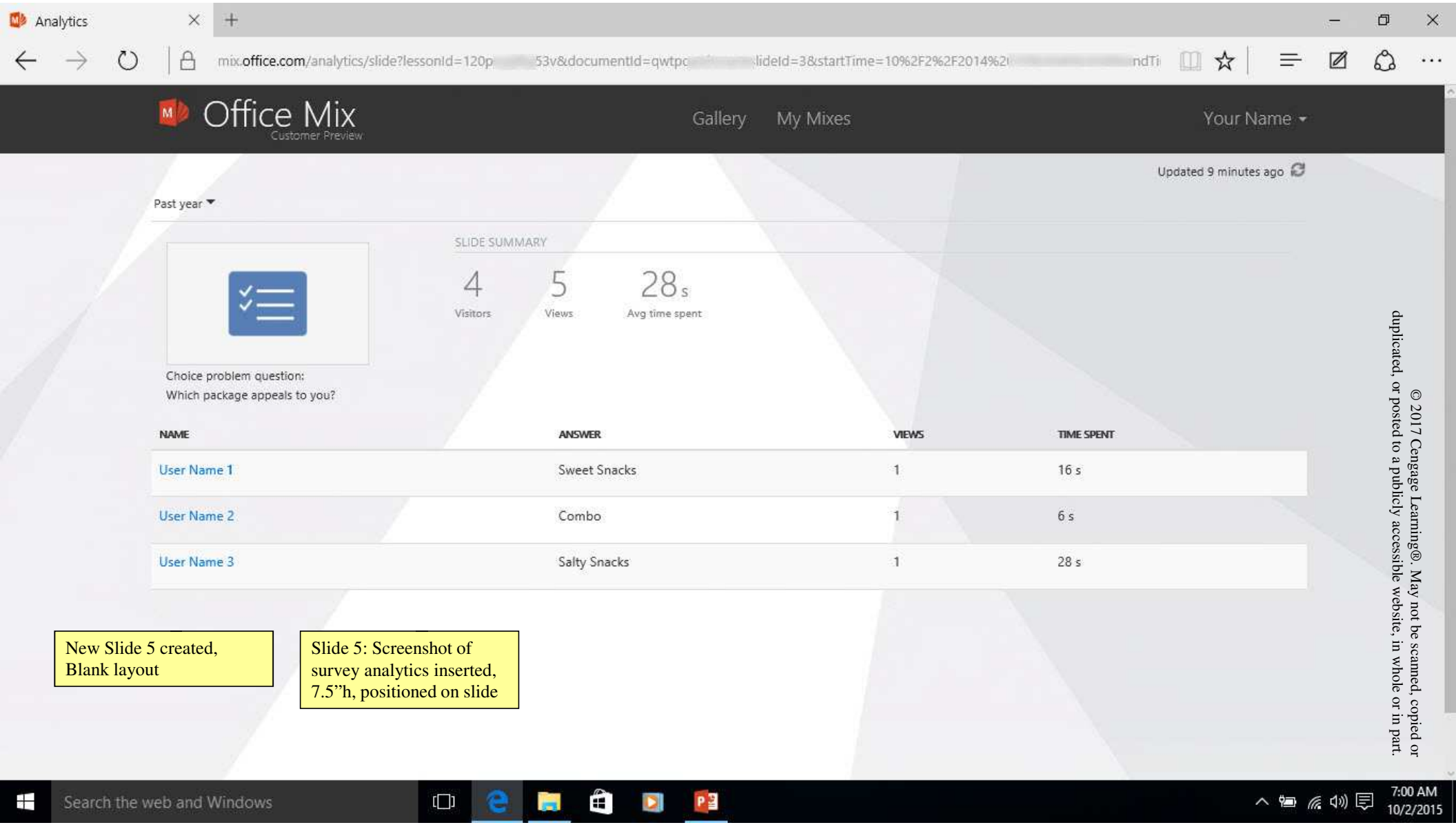
Combo

Add another answer

Preview  Terms | Privacy & cookies

New Slide 4 created, titled "Survey", Title and Content layout. Multiple Response Poll inserted. Question and option text entered.

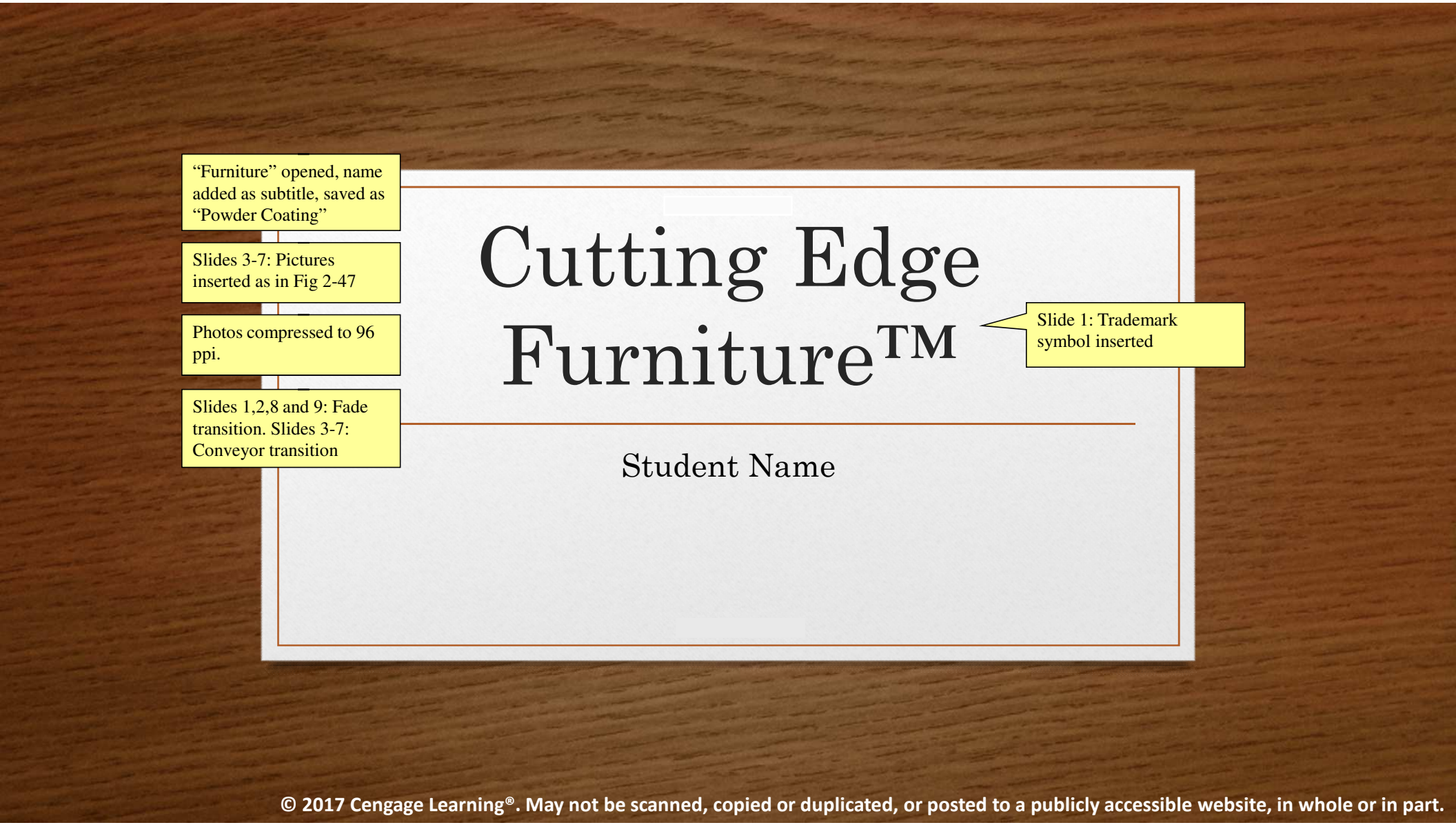
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New Slide 5 created, Blank layout

Slide 5: Screenshot of survey analytics inserted, 7.5"h, positioned on slide

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Slide 8: Table formatted as in Fig- 2-47, centered horizontally, 2.9” wide columns, formatted with Medium Style 1 – Accent 3 table style, 2.25” borders in Olive Green, Accent 6 color.



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# Contact Me

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