Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Solutions Manual

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Module 2
Modifying a Presentation

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Module 2: Modifying a Presentation

Concepts Review

Screen Labeling	Matching Items	Multiple Choice
1. Merged shape	10. d	16. b
2. SmartArt graphic	11. b	17. c
3. Footer; Footer text	12. f	18. d
4. Vertical guide	13. a	19. b
5. Sizing handle	14. c	20. a
6. Horizontal guide	15. e	21. c
7. Mini Toolbar		22. a
8. Rotate handle		
9. Ruler		

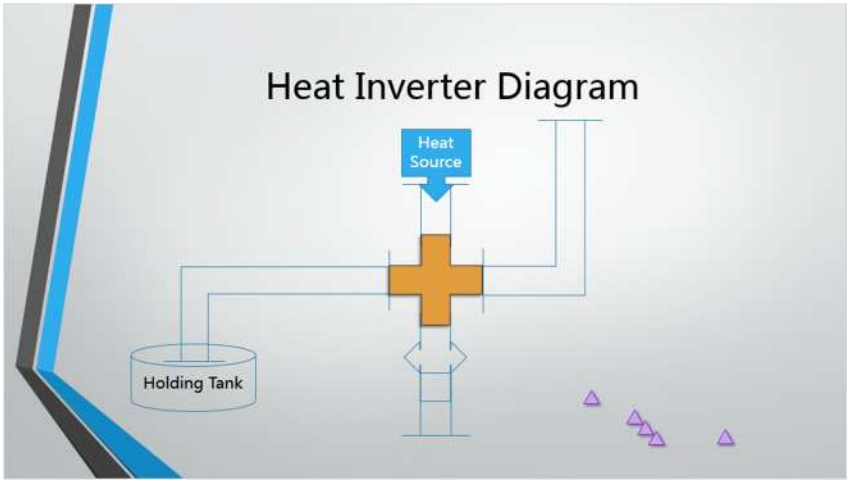
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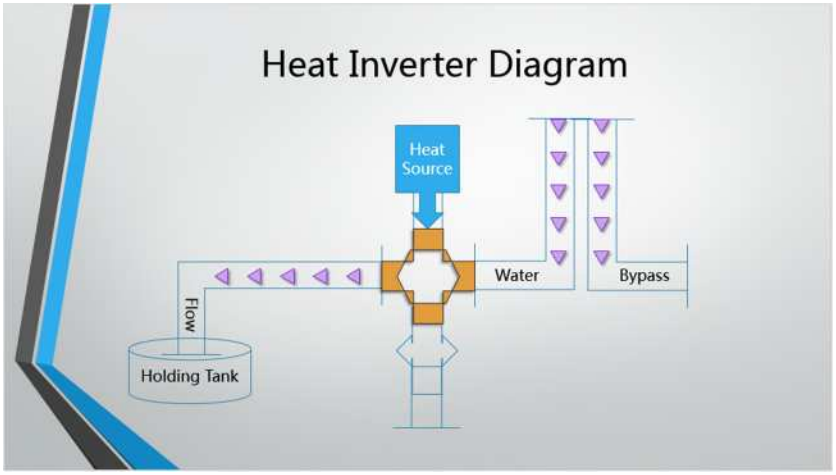
Skills Review

Data Filename: ***PPT 2-2.pptx***
Solution Filename: ***PPT 2-Inverter.pptx***

Steps 1b – 1d: Students begin with a data file which they are asked to modify by first creating a new slide, entering the text and then moving a slide to a new position.
Steps 2a – 2e: Students do some basic formatting with the Mini Toolbar
Steps 3a – 3f: Text on Slide 4 is converted to a SmartArt graphic. Make sure students end up using the Accent Process layout graphic with the Intense Effect style applied to the graphic.
Steps 4a – 4f: Insert, modify, and position a plus shape on Slide 3. The slide should look similar to the following figure (Figure 2-19 in the book):



Steps 5a – 5g: Resize the text object on Slide 3, then insert a 1-inch hexagon shape to merge with the plus shape. Use the Send to Back command to achieve the correct look of the shape.
Steps 6a – 6f: Make a copy of the elbow shape on Side 3, then rotate the copied shape using the Flip Horizontal command. Type text in three shapes, then resize an arrow shape.
Steps 7a – 7g: Add guides to the slide, move the vertical guide left until 3.42 appears, select the five small triangles on the slide. Align and distribute the small triangles, rotate and group the triangles. Duplicate the grouped triangles twice then position as shown in the following figure (Figure 2-20 in the book):



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Steps 8a – 8j: Apply footer text, except to Slide 1, to every slide in the presentation. Apply a fixed date, page number and class name to the Notes and Handouts pages.

Independent Challenges

Because students will solve the independent challenges in different ways, it is important to stress there is not just one correct solution. The following are examples of possible solutions for the Independent Challenges in Module 2 of this book.

Independent Challenge 1

Data Filename: ***PPT 2-3.pptx***
Solution Filename: ***PPT 2-Arts.pptx***

Students start out with a data file and modify it by adding specific text to the Commitment to Excellence slide. Make sure students have applied the Ion theme and have applied the Trapezoid List SmartArt graphic to the text on Slide 5 along with the Polished SmartArt Style. The figure below shows Slide 5 from the solution presentation provided.

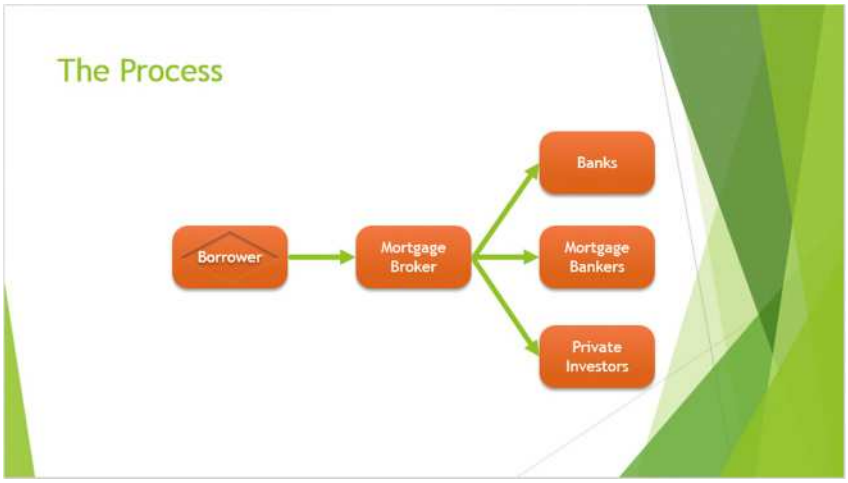


Independent Challenge 2

Data Filename: ***PPT 2-4.pptx***
Solution Filename: ***PPT 2-Broker.pptx***

Students start out with a data file and modify it by aligning shapes on slide 3, as detailed in Steps c and d. Verify that students have applied the Facet theme to the presentation. Students should format the shapes on Slide 3 using the instructions in Steps e, f, and g, including merging 2 shapes together. Make sure that students have inserted footer information and have spell-checked the document. The figure below shows Slide 4 from the solution presentation provided (Figure 2-21 in the book).

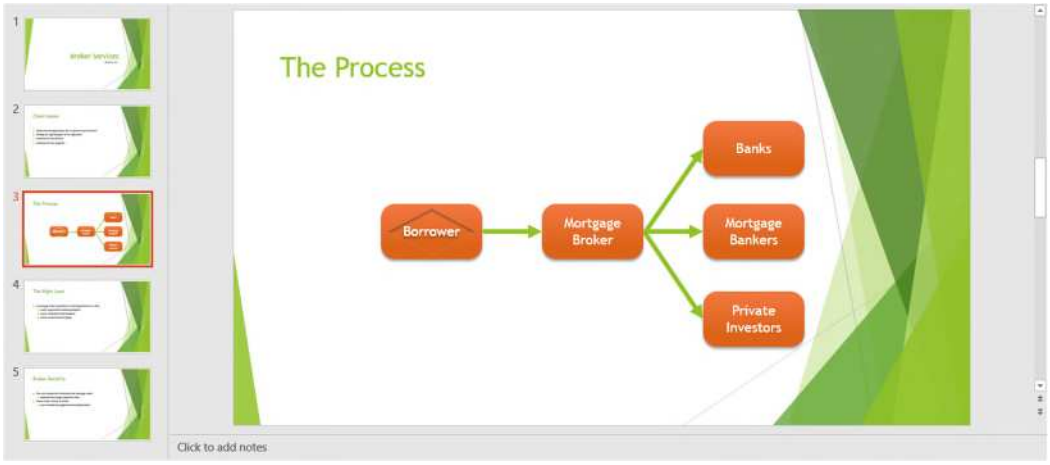
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Independent Challenge 3

Data Filename: ***Create new***
Solution Filename: ***PPT 2-Southern.pptx***

In this Independent Challenge, students are asked to start a new project. They are given a specific theme (Wood Type) and a specific title and subtitle, detailed in Step b. Next, students are asked to add five more slides and are given titles only. They must supply their own text based on the subject matter presented in the introduction. Verify that on at least one slide, students have converted text to a SmartArt graphic and have applied the Inset Effect SmartArt Style. Also, verify that students have created and merged 2 two shapes together. The figure below shows a slide from the solution presentation provided.



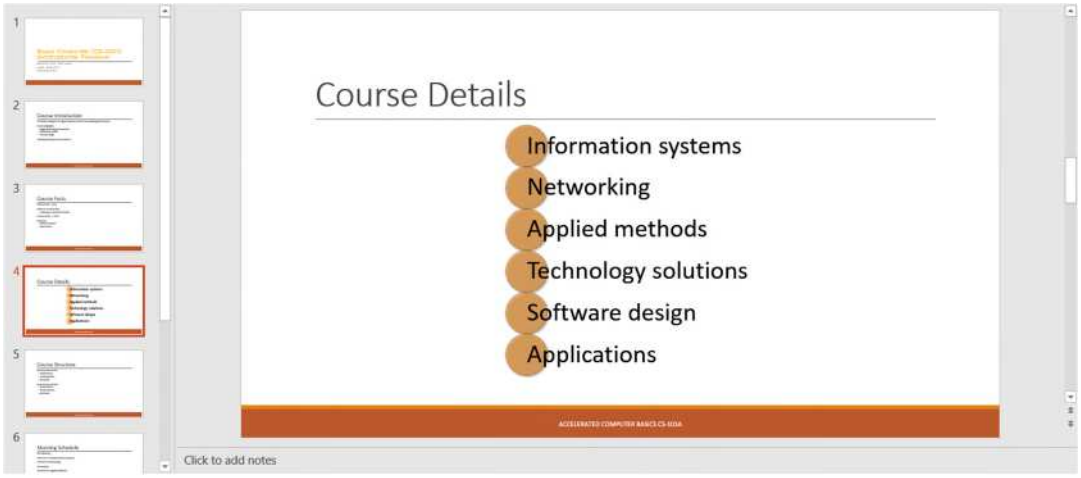
Independent Challenge 4: Explore

Data Filename: ***PPT 2-5.pptx***
Solution Filename: ***PPT 2-Basset.pptx***

In this Independent Challenge, students are given a data file and asked to modify it by adding a new slide with the information outlined in Step b. Make sure students have applied the Retrospect theme and have carried out the text formatting outlined in Steps d, e, and f. Finally,

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on Slide 4, students are asked to change the text to a SmartArt graphic and apply a SmartArt Style of their choice. The figure below shows a slide from the solution presentation provided.



Visual Workshop

Data Filename: ***Create new***
Solution Filename: ***PPT 2-Nebraska Trade.pptx***

The student presentation should look like figures below (Figures 2-22 and 2-23 in the book). The SmartArt graphic layout is the Diverging Radial layout (Cycle group) with the (3D) Inset SmartArt Style applied to it. The notes and handouts should include the student's name in the footer.



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PowerPoint Module 2: Modifying a Presentation

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 heading 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 CD also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

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Module Objectives

After completing this module, you will be able to:

- Enter text in Outline view
- Format text
- Convert text to SmartArt
- Insert and modify shapes
- Rearrange and merge shapes
- Edit and duplicate shapes
- Align and group objects
- Add slide footers

PowerPoint 26: Enter Text in Outline View

LEARNING OUTCOMES

- Enter text in Outline view
- Create a new slide

LECTURE NOTES

- Demonstrate how to type in the Outline view.

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- Explain that typing in the Outline view is useful if you are eager to enter text in a presentation because you can enter the text and worry about the format and design later.
- Demonstrate how to create a new slide and how to indent in the Outline view to create bullets.
- Also show how easy it is to reorder the slides by dragging the slide icon up or down.

TEACHER TIP
Students may need help when setting indents for bulleted lists. Make sure each student is comfortable with promoting and demoting bullets in the Outline view using [Tab] and [Shift][Tab].

CLASSROOM ACTIVITIES

1. Lab Activity: Assign students the task of creating five new slides in Outline view. Each new slide should have one bullet. (Students can type days of the week, colors, course names, family names, etc. to create text on each slide.) Ask students to rearrange the order of slides by dragging the slide icon in the Outline view up or down.

2. Class Discussion: Discuss Outline view. When do students think they would use Outline view? Explain that typing in the Outline view is useful for entering text quickly. Demonstrate how to insert an outline from Word into PowerPoint. Discuss the benefits and disadvantages of entering text using Outline view vs. inserting an outline created in Word.

PowerPoint 28: Format Text

LEARNING OUTCOMES

- Modify text characteristics

LECTURE NOTES

- Focus on the importance of formatting text to emphasize a message.
- Demonstrate how to select text and then choose options in the group on the HOME tab.
- Explain that the Mini toolbar provides quick access to some of the most common formatting options on the Ribbon.
- Review the difference between selecting a text box and selecting text inside a text box.
- List ways to distinguish text boxes from each other by changing the font color, adding a shadow, or changing the case.

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TEACHER TIP
The 'Replacing text and fonts' box on page PowerPoint 29 discusses how to replace text and fonts. Review different fonts with students to show how different a page can look depending on the font. Which fonts seem more formal? Which seem more casual? Which seem more artistic? Discuss when different types of fonts should be used and remind students not to overdue the use of too many fonts on a slide or in a presentation as overuse of fonts can be distracting.

CLASSROOM ACTIVITIES

1. Lab Activity: Create a slide with text on it, and then select the text. Use the Mini toolbar to change the font, font size, font color, alignment, and any other options you wish. Format a second line of type using the same settings but this time use the corresponding buttons on the HOME tab of the Ribbon. Add a fill color and fill border to the text box using buttons on the FORMAT tab. Write a brief paragraph explaining when you might use the Mini toolbar and when you might use the HOME tab to format text. Also discuss why you think the commands for formatting the text box aren't on the Mini toolbar.

2. Critical Thinking: Imagine if PowerPoint had a Mini toolbar for formatting text boxes (not the text inside the box, just the box itself). If you were a software designer, what features would you add to a Mini toolbar for manipulating text boxes? (Answers may include things such as 1) copy and paste the text box; 2) move the text box; 3) resize the text box; 4) rotate the text box; and so on.)

PowerPoint 30: Convert Text to SmartArt

LEARNING OUTCOMES

- Create a SmartArt graphic
- Modify the SmartArt design

LECTURE NOTES

- Define a SmartArt graphic as a professional-quality diagram that visually illustrates text.
- Explain that SmartArt is used when you want dynamic results that you cannot get with formatting alone.
- Describe the eight categories of SmartArt graphics by clicking a text placeholder, clicking the Convert to SmartArt button.
- Demonstrate how you can convert existing text to SmartArt or start a new SmartArt graphic from scratch.
- Explain to students that they can radically change how the SmartArt graphic looks by applying a SmartArt Style. A SmartArt Style is a preset combination of simple and 3-D formatting options that follows the presentation theme.

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TEACHER TIP
Students will love SmartArt and be tempted to apply it to text, but they may overlook the need to apply SmartArt to the appropriate types of text. For example, remind students while looking at the SmartArt categories that if they want to choose, say, the Basic Timeline style, the text that they are applying that style to should involve some sort of timeline. Otherwise, the resulting SmartArt graphic will not make sense.

CLASSROOM ACTIVITIES

1. Work with SmartArt: Choose a SmartArt graphic with room for four text entries. Click a blank text placeholder, click Convert to SmartArt click a category, then choose a style, read its description, then click OK. Enter appropriate text in the text placeholders of the SmartArt graphic that would make sense. (For example, if a student chooses a process-oriented SmartArt graphic, he/she could type: 1) Sort clothes, 2) Put clothes in washing machine, 3) Add laundry soap, 4) Press Start button on washer.)

2. Quick Quiz
    1. When you want to enter text in a SmartArt graphic, you can enter it in the graphic or in the _____. (Answer: Text pane)
    2. Click the Convert button in the _____ group, then click Convert to Text to revert the SmartArt graphic to a standard text object. (Answer: Reset)
    3. A SmartArt _____is a preset combination of simple and 3-D formatting options that follows the presentation theme. (Answer: Style)

PowerPoint 32: Insert and Modify Shapes

LEARNING OUTCOMES

- Create a shape
- Modify a shape's style

LECTURE NOTES

- Show students that they can create simple shapes using the Shapes button in the Drawing group.
- Shapes can be simple or complex by creating multiple shapes and arranging them as necessary.
- Demonstrate how you can modify shapes using the Shape Styles group on the DRAWING TOOLS FORMAT tab.
- Define a Quick Style as a set of formatting options, including line style, fill color, and effects that you can apply to a shape.
- Refer to FIGURE 2-7 when pointing out the rotate handle and refer to FIGURE 2-8 when pointing out the adjustment handle.
- Demonstrate the ways that you can edit a shape by rotating it, changing its size, or reshaping it using its adjustment handle. Point out the yellow adjustment handle and the green rotate handle on a selected shape.

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TEACHER TIP

Demonstrate the effect of using [Shift] as follows:

- Show students that by pressing [Shift] while dragging the Oval or Rectangle tool, they can create a perfect circle or a perfect square, respectively.
- Show students that by pressing [Shift] while dragging a shape, they can drag along the same vertical or horizontal axis in order to ensure proper placement.
- Show students that by pressing [Shift][Ctrl] while dragging a shape, they can copy it as well as drag it along the same vertical or horizontal axis in order to duplicate the object on the same axis.

CLASSROOM ACTIVITIES

1. Lab Activity: Create shapes using objects from the Shapes gallery in the Drawing group on the HOME tab. Practice applying Quick Styles to shapes. Your completed project should have five shapes, each formatted differently. Beneath each shape, describe how this shape or object could be used along with text in a PowerPoint presentation. For example, a callout shape could be used to show what someone is thinking. To create your descriptions of each shape, click the INSERT tab on the Ribbon, then click the Text Box button in the Text group to make text boxes on the slide.

2. Classroom Activity: Ask students to create a large circle on a slide. Next, have them add different colored shapes inside the circle that represent the different areas of their life (such as family, friends, soccer, etc.). Ask them to make each shape a different color and to place text inside the shape indicating what it represents. Ask them to add as many shapes as they like (the more the better), resizing them as necessary to get them all to fit. Have students work with a partner to critique their shape creations in terms of visually getting across their message. What does the shape say to the viewer? Is the message clear? What could they do to improve the shapes creation?

PowerPoint 34: Rearrange and Merge Shapes

LEARNING OUTCOMES:

- Reorder shapes
- Combine shapes together

LECTURE NOTES

- Explain to students that every object on a slide is placed on the slide in the order it was created. This means that objects can be moved up or down in the stacking order.
- Demonstrate how to open and use the Selection pane to change the stacking order of objects on a slide.
- Explain to students that they can merge shapes to create a variety of unique geometric shapes that are not available in the Shapes gallery.

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TEACHER TIP
Remind students that every object, word, link on their slides must support the message of the slide and the presentation. Caution students about cluttering their slides with too many unique shapes. Point out that they should not create unique objects just because they can but rather when a unique object will enhance and support the message of the presentation. Explain that sometimes such artwork can be distracting to the viewer and take away from the message of the presentation.

CLASSROOM ACTIVITIES

1. Class discussion: Demonstrate how to open the Selection pane. Discuss the different features of the Selection pane, including the ability to hide and unhide selected objects, change the order of the objects, the difference between the various layering objects such as Bring Forward and Bring to Front, and how to drag an object to change the stacking order.

2. Lab Activity: Invite students to create a variety of shapes on one slide. Have them practice moving the shapes around the slide, placing them on top of one another, then using the Selection pane to reorder the shapes. How do their images change? When would they use this feature? Why is it helpful to be able to rearrange the order of objects? Then have students practice merging two of shapes and experimenting with the various merge options. How does the merge shape differ depending on which shape is selected? How do the different merge shape options affect the merged object?

PowerPoint 36: Edit and Duplicate Shapes

LEARNING OUTCOMES

- Modify shape size and design
- Duplicate shapes

LECTURE NOTES

- Show students how you can duplicate a shape by first copying it and then pasting it.
- Demonstrate also how to duplicate a shape by pressing [Ctrl] while dragging it.
- Demonstrate how to use gridlines to help align objects on the slide.
- Discuss the snap-to-grid feature and why it is helpful, then demonstrate how to temporarily turn this feature off by pressing and hold [Alt} while dragging an object.

TEACHER TIP
Help keep gridlines and ruler guides straight for students by showing them the trick of right-clicking a slide, then clicking Grid and Guides to open the Grid and Guides dialog box. Point out to students that using the settings in this dialog box, they can choose to snap items to the gridlines or not, they can change the spacing of the grid settings, they can display drawings on the screen, and they display smart guides when shapes are aligned. Point out that the changes in settings can be saved as the default.

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CLASSROOM ACTIVITIES

1. Class Discussion: Demonstrate how to toggle these features on and off by checking the check box next to each feature in the Show group on the VIEW tab: Ruler, Gridlines, and Guides. Discuss the purpose of each of these features. Ask students when they might use each of these features and when they might want to toggle them off.

2. Lab Activity: Have students check the settings in the Grid and Guides dialog box to be sure snap to gridlines option is active. Then, have students create a shape and then duplicate it by using Copy and Paste or by [Ctrl]-dragging the shape. Next, create a different shape. Format the three shapes with three different colors. Have students practice placing the objects on their slides using the ruler and the gridlines. Have them turn off the snap to gridlines feature. How does that change their ability to place the object? When would using the snap to gridline feature be useful? When would it create problems?

PowerPoint 38: Align and Group Objects

LEARNING OUTCOMES

- Move shapes using guides
- Align and group shapes

LECTURE NOTES

- Teach students the importance of aligning, distributing, and grouping objects in order to ensure professional looking slides.
- Define aligning objects as lining up objects by their tops, bottoms, centers, or left or right sides.
- Define distributing objects as inserting an equal amount of space between them vertically or horizontally, relative to each other or to the slide.
- Point out the Align command on the Arrange group.
- Demonstrate how to group two or more objects, and explain how grouping objects secures the alignment and distribution applied to objects.

TEACHER TIP
Create three objects on a slide. Demonstrate how to align the objects vertically and horizontally, then demonstrate how to distribute the objects, both relative to each other and relative to the slide edge. Be sure students under the difference between aligning and distributing objects.

CLASSROOM ACTIVITIES

1. Critical Thinking: There are two ways to distribute objects in PowerPoint: relative to each other and relative to the slide edge. Ask students to think through when they would use each method of distributing objects. If they were working for Microsoft developing the PowerPoint software, what would be a third way that they would invent for distributing objects?

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2. Lab Activity: Ask students to start out with a blank slide and create a dart board. They can start out using the Oval tool. Tell students that their dartboards should include at least five circles, each with a different fill color assigned to it. Circles should be perfectly aligned by their center points, and they should be stacked from smallest to largest. Then have students create one dart object below the dart board. Have students duplicate the dart object at least two times, then have them align and distribute the dart objects along the bottom of the slide.

PowerPoint 40: Add Slide Footers

LEARNING OUTCOMES

- Add footer text to slides

LECTURE NOTES

- Show students what headers and footers are and give examples of each, including page numbers, dates, company names, names of presentations, and so on.
- Point out that on slides you can only add footers.
- Demonstrate how to include a header and/or footer using the Header and Footer dialog box.
- Explain that you can also create headers and footers for notes and handouts. These headers and footers are visible when you print notes pages, handouts, and the outline.

TEACHER TIP

Spend time discussing the Header and Footer dialog box shown in FIGURE 2-15. Point out the options on each tab, especially the Don't show on title slide check box. Discuss when they might want to include each option, such as the date and time, the slide number, or having the date update automatically.

CLASSROOM ACTIVITIES

1. Lab Activity: Create a short presentation of at least four slides using the skills you have learned so far in this module. Your presentation should include text, at least one SmartArt graphic, and several shapes that are aligned and distributed. Create a footer on each slide called "My First Presentation." Also, include your name and the date in the footer. Do not have the date update automatically.

2. Critical Thinking: In the Header and Footer dialog box, you can have a date that updates each time the presentation is opened or you can choose a fixed date. What are some examples of when you would need to use both types of dates in a presentation?

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End of Module Material

- Concepts Review – Includes screen identification, multiple choice, and matching questions.
- Skills Review – Provides additional hands-on exercises that mirror the progressive style of the lesson material.
- Independent Challenges 1, 2, and 3 – Case projects that require critical thinking and application of the modules kills. The Independent Challenges increase in difficulty, with the first being the easiest (with the most step-by-step detailed instructions). Independent Challenges 2 and 3 become increasingly more open ended.
- Independent Challenge 4: Explore – Using a real world focus to apply the module skills, students create documents that will benefit their everyday lives.
- Visual Workshop – A practical, self-graded capstone project that requires independent problem solving.

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