

Lab 2

Activity Name	Demonstration Notes
Objective 5: Edit an Existing Presentation	
6.14 Displaying and Editing the Presentation Outline	<ul style="list-style-type: none">• Start PowerPoint. Open goaio_1e_11B_script_data1 and save it in the Chapter 11 All In One folder as Lastname_Firstname_11B_Services• In the Slides/Outline pane, click the Outline tab. On Slide 1, select the last five bullets and click Decrease List Level.• Click on Slide 3. Add a new bullet. Type We work with businesses and individuals. Add another bullet and type Fees start at \$20 per hour.• Display the Slides view. Save the presentation.
6.15 Inserting Slides from an Existing Presentation	<ul style="list-style-type: none">• Display Slide 1. In the Slide Layout gallery, click Reuse Slides. Browse to the file goaio_1e_11B_script_data2. Select the Keep source formatting check box at the bottom of the Reuse Slides pane. Click Slide 1 to insert it after Slide 1 of the current presentation. Click Slide 5 in the current presentation, and then add Slides 2 and 3 from the Reuse Slides pane. Right-click <i>Uila</i> on the last slide and select Ignore All.• Close the Reuse Slides pane.

<p>6.16 Finding and Replacing Text</p>	<ul style="list-style-type: none"> On Slide 1 only, use the Replace dialog box to replace the word <i>System</i> with <i>Card</i>. Close the dialog box.
<p>Objective 6: Format a Presentation</p>	
<p>6.17 Changing Fonts, Font Sizes, Font Styles ,and Font Colors</p>	<ul style="list-style-type: none"> In the Slides/Outline pane, click Slide 7. Select the title text, and use the Mini toolbar to change the font to Rockwell Extra Bold. Select the text to the right and change the font to Cooper Black and the Font Size to 20. Change the font color to Black. Display Slide 2. Change the font color to Yellow. Display Slide 3. Select the text below the title and apply Bold and Italic.
<p>6.18 Aligning Text and Changing Line Spacing</p>	<ul style="list-style-type: none"> Display Slide 2. Center Align the title. Display Slide 7. Change the line spacing in the text on the right to 1.5.
<p>6.19 Modifying Slide Layout</p>	<ul style="list-style-type: none"> Display Slide 3. In the Slides group, click the Layout button to display the Slide Layout gallery, and then change the slide layout to Content with Caption.
<p>Objective 7: Use Slide Sorter View</p>	
<p>6.20 Deleting Slides in Slide Sorter View</p>	<ul style="list-style-type: none"> Click the Slide Sorter button on the Status bar to change to Slide Sorter view. Select Slide 6 and press Delete.

<p>6.21 Moving Slides in Slide Sorter View</p>	<ul style="list-style-type: none"> • Drag Slide 2 to the left of Slide 1. Select Slides 4 and 5 and drag to the left of Slide 2. • Return to Normal view.
<p>Objective 8: Apply Slide Transitions</p>	
<p>6.22 Applying Slide Transitions to a Presentation</p>	<ul style="list-style-type: none"> • Display Slide 1, and then on the Transitions tab, in the Transition to This Slide group, click More to display the Transitions gallery. Select Shred. Click the Effect Options button and click Strips In. • In the Timing group, set Duration to 2.00. Under Advance Slide, verify that the On Mouse Click check box is selected. Click Apply To All. • Start the slide show from the beginning to view the presentation. Return to Normal view.
<p>6.23 Displaying a Presentation in Reading View</p>	<ul style="list-style-type: none"> • Display Slide 1 and change to Reading view. In the status bar, click the Next button to display Slide 2. Press the spacebar to display Slide 3. Click the left mouse • button to display Slide 4. In the status bar, click the Previous button to display Slide 3. In the status bar, click the Menu button. On the Reading view menu, click End Show. • On the Insert tab, click the Header & Footer button. Click the Notes and Handouts tab, select the Date and Time check box, clear the Header

	<p>check box if necessary, select the Footer check box, and type Lastname_Firstname_11B_Services in the Footer box. Click Apply to All.</p> <ul style="list-style-type: none">• Display Backstage view and open the Document Information Panel. In the Author box, type your first and last names. In the Subject box, type your course name. In the Keywords box type computer, repairs Close the Document Information Panel.
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