

Practice Activity – Part 1

In this section of the activity, you will:

- Align bullets and text
- Create a footer for the presentation
- Use format painter to change bullet formatting
- Edit the slide master

ALL instructions for these activities are based on PowerPoint 2013. If you are using a different version, you may find tools in different places. If your version is older, the functionality may not exist at all.

Combining bullets

- Bullet 1
 - Sub bullet
 - Sub bullet
- 4th bullet line

- ❖ This will be bullet #5
- ❖ This will be bullet #6

Instructions:

1. Select both Sub bullets
2. Click Decrease List Level (Home tab -> Paragraph section)
3. You should now have 4 first level bullets

Combine the 2 bullets below (#5 and #6) to the left so they will appear as additional bullet points in the first text box.

4. Select both bullets to the left
5. Press Ctrl + x (Cut)
6. Click after the 'e' in the 4th bullet line
7. Hit 'Enter'
8. Press Ctrl + v (Paste)
9. Format the pasted bullets to be the same size as the other bullets (select and highlight the text and use the pop-up formatting tool or Home tab -> Font to change it to 28)

Combining bullets answer & Format Painter

- › Bullet 1
- › Sub bullet
- › Sub bullet
- › 4th bullet line
- › This will be bullet #5
- › This will be bullet #6

Your results should be similar to the bullets below BUT the bullet type will be different as you can see.

For this next exercise, you will use Format Painter to change the bullet type in the previous slide.

1. Click on and select the full list of bullets on this slide
2. Click on Format Painter (Home tab -> Clipboard section)
3. Move back to the previous slide
4. Click on and select the bullets

Create a footer

Add slide numbers to each slide (except the title slide)

1. Insert -> Slide Number
2. Select Slide number box
3. Hint Check – Don't show on title slide
4. Click - Apply to All
5. Click F5 or Slide Show tab -> Start Slide Show -> From Current Slide to see your results (use forward and back arrows to move through the slides and press Esc key to return to edit mode)

Edit a Slide Master

Edit the Slide Master for this file.

Change all the slide titles to display in 'red' text and underlined.

Add your initials to the bottom center of all slides

1. View -> Master Views -> Slide Master
2. Select the top slide on the left
3. Click on to select the slide title placeholder and change the color to red (Home tab -> Font -> change font color)
4. Press Ctrl + u to underline the title
5. Insert tab -> Header & Footer
6. Check the Footer box and add your initials
7. Click Apply to All
8. Click back on the Slide Master tab
9. Click Close Master View

Practice Activity – Part 2

In this section of the activity, you will:

- Create and format a table
- Create and align objects
- Add sections to the presentation

Practice - tables

In this exercise, you will be creating and formatting a table.

A sample of the output is contained on the following slide. Please view it after you read these instructions.

You will Use the Title and Content layout

Instructions are listed as you move through the slides.

Please move to the next slide to view the sample.

Sample table output

Header Row	Quarter 2	Quarter 1
Row 1		2
Row 2		2
Row 3		2
New Row 4		2
Row 5		
Indented line (Ctrl + Tab)		2
Another Indented line		

Move to next slide

Sample table - exercise

Now that you have viewed the sample, you can do it.

1. Change the layout of this slide (Home -> Layout -> choose Title and Content)
2. Click the Table graphic (middle of the text box) - specify that the table will be 3 columns and 5 rows
3. Move to the next slide

Sample table - exercise

1. Enlarge the table size by using the handles on the edge of the table placeholder
2. Click in the first cell in the top row to change the Height and Width of the first column. Table Tools -> Layout -> Cell Size -> Height ".75" Width "5"
3. Click the middle cell and change the width "2"
4. Repeat for the last column
5. Move to the next slide

Sample Table #1

Header Row

Quarter 2

Quarter 1

Row 1

2

Row 2

2

Row 3

2

Row 5

2

- Add a row between Row 3 and Row 5 (Hint: look for the option under Table Tools or by right clicking and selecting Insert)
- Add a Tab indent in Row 5 – HINT: Use Ctrl + Tab Add your initials
- Move Quarter 1 column to Quarter 2 column (Select all contents in Quarter 1 column and then drag it to Quarter 2 column)

Object creation and alignment

Create 5 arrows (evenly spaced and lined up in a row) as shown below in the finished product example.

1. Insert -> Shapes
2. Choose the Arrow shape and draw an arrow
3. With the Arrow selected, press Ctrl + d
4. Move arrow to the right of the one that you initially created
5. Press Ctrl + d – 3 times
6. If necessary, use Drawing Tools tab -> Format -> Align to align by tops and horizontally

Finished product



Add sections

Sections in Presentation Edit View

- Help you to group like content
- Allow designer to expand and contract sections
 - Helpful with presentations containing many slides
- Only visible in edit view to the presenter

Add sections to this file

1. Use the 2 Practice activity slides as section dividers
2. Switch to Slide Sorter view
3. Select slide #6
4. Right click on slide – choose Add Section
5. Rename Section – ‘Practice Activity – Part 2’
6. Select slide #1
7. Right click on slide – choose Add Section
8. Rename Section – ‘Practice Activity – Part 1’