


CONSIDER THIS

How should you submit solutions to questions in the assignments identified with a  symbol?

Every assignment in this book contains one or more questions identified with a  symbol. These questions require you to think beyond the assigned presentation. Present your solutions to the questions in the format required by your instructor. Possible formats may include one or more of these options: write the answer; create a document that contains the answer; present your answer to the class; discuss your answer in a group; record the answer as audio or video using a webcam, smartphone, or portable media player; or post answers on a blog, wiki, or website.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Converting Text to a SmartArt Graphic

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Apply 4-1 Emergency, from the Data Files for Students.

The slide in the presentation presents information about emergency evacuation plans. The document you open is a partially formatted presentation. You are to convert the list to SmartArt and format the graphic so the slide looks like Figure 4–81.

Perform the following tasks:

1. Move the WordArt title, Emergency Evacuation Plans, to the location shown in Figure 4–81.
2. Convert the list to SmartArt by applying the Vertical Block List (the second graphic in the seventh List area row). Change the colors to Colorful Range – Accent Colors 5 to 6 (the last color in the Colorful area). Apply the Inset 3-D Style (the second style in the first 3-D row).
3. Resize this SmartArt graphic to approximately 5.5" × 11" and move this SmartArt graphic to the area shown in Figure 4–81.

Green marble texture applied to background

list converted to Vertical Block List, SmartArt style added, and text formatted

Emergency Evacuation Plans

Fire Alarm

- All personnel to nearest exit
- Take stairs to Level 1
- Exit building at Door A

Tornado Warning


- All personnel to central stairwell
- Wait for all-clear

Bomb Threat

- All personnel to nearest exit
- Take stairs to Level 1
- Exit to parking lot C

title moved to new location

Figure 4–81

4. With the Text Pane open, select the three Level 1 bulleted lines, change the font to Bookman Old Style, decrease the font size to 36 point, change the font color to Black, Text 1 (the second color in the first Theme Colors row), and then bold and underline this text.
5. With the Text Pane open, select the eight Level 2 bulleted lines and then increase the font size to 26 point and bold this text.
6. Insert the Green marble texture (the fourth texture in the second row) to format the background. Change the transparency to 20%.
7. If requested by your instructor, add your grandfather's first name after the words, lot C, on the last line of the Level 2 bulleted list.
8. Apply the Comb transition in the Exciting category to the slide. Change the duration to 3.25 seconds.
9. Save the presentation using the file name, Apply 4-1 Emergency Evacuation Plans.
10. Submit the revised document in the format specified by your instructor.
11.  In Step 2, you chose the Vertical Block List and changed the colors of the SmartArt graphic. How did this style improve the slide and increase the audience's attention of the content?

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Changing the Chart Type and Style and Formatting a SmartArt Graphic

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Extend 4-1 Airplanes, from the Data Files for Students. You will format a chart by applying a type and style and then you will create a SmartArt graphic to create the presentation shown in Figure 4-82 on the next page.

Perform the following tasks:

1. Using Figure 4-82a as a guide, delete all the text in the bulleted list except for the last line, Total cost of flying lessons – \$5,300, and remove the bullet from this text by tapping or pressing the BACKSPACE key one time. Change the size of the list placeholder to approximately 0.71" × 13.33". Increase the font size of this text to 28 point, bold the text, and then center it. Move the title text placeholder from the bottom edge of the slide to the top edge of the slide and then move the list placeholder to the bottom edge of the slide.
2. Change the chart type from a 3-D Pie chart to a Clustered Column chart, as shown in Figure 4-82a. *Hint:* Tap or click the chart to select it, then tap or click the Change Chart Type button (CHART TOOLS DESIGN tab | Type group), and then select the Clustered Column chart type.
3. Apply Style 9 (the first style in the second row) (CHART TOOLS DESIGN tab | Chart Styles group) and then change the layout to Layout 4 (the first layout in the second row). Increase the size of the chart to approximately 5.45" × 9.74" and then center the chart horizontally and vertically on Slide 1. *Hint:* To center the chart on the slide, click the Align button (CHART TOOLS FORMAT tab | Arrange group). Change the chart border color to Orange, Accent 5 (the ninth color in the first Theme Colors row) and then change the weight of the border to 6 pt. Delete the duplicate legend at the bottom of the chart by selecting the legend and then pressing the DELETE key.