

4. On Slide 2 (Figure 4–82b), increase the size of the four outer circles of the SmartArt graphic to approximately 1.5" × 1.5". In the SmartArt Text Pane, type **lift** as the first Level 2 text, type **drag** as the second Level 2 text, type **gravity** as the third Level 2 text, and type **thrust** as the fourth Level 2 text. Select these four words in the SmartArt Text Pane and then bold them.
5. Increase the size of the center circle of the SmartArt graphic to approximately 2.11" × 2.11". Select the SmartArt graphic and then center it horizontally and vertically on the slide. Move the airplane illustration to the center circle of the SmartArt graphic.
6. Tap or click the SmartArt graphic to select it and then apply the Cartoon 3-D style (the third style in the first 3-D row) to the graphic. Select the four gray arrow shapes and then change the color to Orange, Accent 5 (the ninth color in the first Theme Colors row).
7. If requested by your instructor, insert a text box on Slide 2 in the lower-left area of the slide and add the name of the first school you attended.
8. Apply the Airplane transition in the Exciting category to both slides and then change the duration to 3.50 seconds.
9. Save the presentation using the file name, Extend 4-1 Learn to Fly a Plane.
10. Submit the revised document in the format specified by your instructor.
11. 🌟 In this assignment, you deleted much text on the first slide. You also moved title and text placeholders. How did these edits enhance the presentation?

Analyze, Correct, Improve

Analyze a presentation, correct all errors, and improve it.

Modifying a Table by Adding an Image, Inserting a Symbol, and Formatting

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, Analyze 4-1 Hurricane, from the Data Files for Students. This presentation contains one slide and gives the wind speeds of the various categories of hurricanes. Modify the slide by making the indicated corrections and improvements.

1. Correct

- a. Use Table 4–3 to add the missing data for Category 1 hurricanes.

Table 4–3 Hurricane Winds

| Category | Wind Speeds | Damage |
|------------|-------------------------------|--------------|
| Category 1 | 74–95 mph (119–153 km/h) | Some |
| Category 2 | 96–110 mph (154–177 km/h) | Extreme |
| Category 3 | 111–129 mph (178–208 km/h) | Devastating |
| Category 4 | 130–156 mph (209–251 km/h) | Catastrophic |
| Category 5 | > 157 mph > 252 km/h | Catastrophic |