



SAM Projects

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Review Assignments

Data Files needed for the Review Assignments: Alaska.jpg, Cruise.mp4, Fjords.pptx, Gulls.mp4, New Norway Theme.pptx, Norway.jpg

Travel agents often ask Inger Halvorsen questions about fjords. Inger decided to create a PowerPoint presentation that describes fjords. She also revised the custom theme she created for her company so that it uses a different photo in the background on the title slide, and she created two new custom layouts to show three items on a slide. Complete the following:

1. Open the presentation **Fjords.pptx**, located in the PowerPoint2 ► Review folder included with your Data Files, add your name as the subtitle, and then save it as **Information about Fjords** to the drive and folder where you are storing your files.
2. Apply the theme from the presentation **New Norway Theme**, located in the PowerPoint2 ► Review folder.
3. Change the layout of Slide 5 ("Fjords in Other Countries") to Three Comparison. Type **Chile** in the text placeholder above the picture on the right. Delete "Chile" in the text box above the content placeholder in the middle, and then type **Alaska**. In the empty content placeholder, insert the photo **Alaska**, located in the PowerPoint2 ► Review folder. Apply the Compound Frame, Black style and the Reflection effect "Half Reflection, touching" to the three pictures.
4. Change the layout of Slide 6 ("Norwegian Fjords") to Three Content, insert the photo **Norway**, located in the PowerPoint2 ► Review folder in the empty content placeholder, and then apply the Compound Frame, Black style to the three photos.
5. On Slide 2 ("What Is a Fjord?"), insert an online picture from Office.com in the content placeholder using **Norway fjord cliff** as the keywords. Apply the Compound Frame, Black style to the picture, and then apply the Perspective Left 3-D Rotation effect.
6. Click the photo you just inserted, and then compress all the photos in the presentation to 96 ppi.
7. On Slide 3 ("Where Are Fjords Located?"), copy the "North America northwest coast" callout, paste it on the same slide, and then flip the pasted copy horizontally. Position the flipped callout so it points to the red circle on the map, and then delete the red circle. Edit the text of the flipped callout by changing "northwest" to "**northeast**."
8. On Slide 3, add a Left Arrow shape. Type **Norway** in the arrow, and then resize the shape so it just fits the text on one line. Rotate the arrow approximately 45 degrees to the right so that it points up to the left, and then position it so that it points to the area of the map indicated by the top of the red triangle. Change the fill color of the arrow to Orange, Accent 6, and then delete the red triangle.
9. On Slide 4 ("Facts About Countries with Fjords"), insert a 3x6 table. In the first row in the table, type **Location, Famous examples, Flag**.
10. In the first cell in the second row, type **Canada--British Columbia**. (When you press the spacebar after typing "British," AutoCorrect changes the two dashes to an em dash, which is a long dash.)

11. Refer to Figure 2-44 to add the rest of the data to the table. Add a row if needed. (*Hint:* To activate AutoCorrect to change the two dashes after "United States" to an em dash, press the Tab key to move the insertion point to the next cell instead of clicking in the next cell.)

Figure 2-44 Data for table on Slide 4 in the Information about Fjords presentation

Location	Famous examples	Flag
Canada—British Columbia	Howe Sound	
Chile	Aisen Fjord	
Greenland	Ilulissat Icefjord	
Iceland	East Fjords	
New Zealand	Milford Sound, Doubtful Sound	
United States--Alaska	Kenai Fjords	

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12. In the table, delete the Flag column. Add a new row above the row containing "United States—Alaska." Type **Norway** in the new cell in the Location column, and then type **Geirangerfjord, Naeroyfjord** in the Famous examples column.
13. In the table, in the "Chile" row, replace the "e" in "Aisen" with **é**. Then in the Norway row, in the word "Naeroyfjord," replace the "ae" with **æ** and replace the first "o" with **ø** so the word is spelled "Nærøyfjord." (All three letters are in the Latin-1 Supplement subset.)
14. In the table, set the proofing language for the two words in the Famous examples column in the Norway row to Norwegian (Bokmål), and then set the proofing language for the two words in the Famous examples column in the Greenland row to Greenlandic.
15. Apply the Light Style 3 - Accent 1 table style, and then change the font size of all of the text in the table to 24 points.
16. Insert a new column to the left of the Location column. Use online pictures on Office.com to fill each cell with a picture of the flag of the country listed in the Location column. To locate each flag, type the keywords listed below in the box next to Office.com in the Insert Pictures dialog box. When more than one result appears, click each result and look at the keywords and measurements in the lower-left corner of the dialog box, and then use the result that has a width measurement of 600 pixels.
- Canada: type **Canada flag country**
 - Chile: type **Chile flag country**
 - Greenland: type **Greenland flag**
 - Iceland: type **Iceland flag country**
 - New Zealand: type **New Zealand flag**
 - Norway: type **Norway flag country**
 - United States: type **United States flag country**
17. In the table, change the width of the first column so it is 0.8 inches wide, and then make the second and third columns just wide enough to hold the widest entry on one line. Reposition the table so the left edge is approximately aligned with the left edge of the title text and so the table is approximately centered vertically in the space below the title.
18. Apply the Uncover transition. Change the Effect Options to From Top, and then change the duration to .50 seconds. Apply this transition to all of the slides.
19. On Slide 2 ("What Is a Fjord?"), animate the bulleted list using the Fade animation. Change the duration of the animation to .75 seconds.
20. On Slide 5 ("Fjords in Other Countries"), apply the Wipe animation using the From Left effect to the "New Zealand" caption. Apply the same animation to the other two text captions.

21. Apply the Wipe animation with the From Left effect to the photo under "New Zealand," and then change the start timing of that animation to After previous. Move the animation applied to the photo earlier so it has the same animation sequence number as the caption above it (it should be a 1). Apply the same animation using the After previous start timing to the photos under "Alaska" and "Chile," and adjust the animation order so that each photo has the same animation sequence number as the caption above it.
22. On Slide 7, add the video **Cruise**, located in the PowerPoint2 ► Review folder, in the content placeholder on the left, and set it to play Automatically and Full Screen and to rewind after playing. (This video has no sound.) Set the poster frame to the frame at approximately the 2.30-second mark.
23. Add the video **Gulls**, located in the PowerPoint2 ► Review folder, in the content placeholder on the right. This video should play On Click and Full Screen. Set the volume to Low. Leave the poster frame as the first frame of the video.
24. Trim the Gulls video by adjusting the end time so the video is approximately 10 seconds long.
25. Compress the media to Low Quality.
26. Add **Fjords presented by Essential Norway Tours** as the footer on all the slides except the title slide, and display the slide number on all the slides except the title slide. On the Notes and Handouts, add **Essential Norway Tours** as the header and your name as the footer.
27. Save your changes, and then watch the final presentation in Slide Show view.

Case Problem 1

Data Files needed for this Case Problem: Group.jpg, Summer.mp4, Theater Theme.pptx, Theater.pptx

Ottawa Children's Theatre Workshop Adrielle Schlosser is the director of the Ottawa Children's Theatre Workshop in Ontario, Canada. One of her responsibilities is to inform parents, teachers, and volunteers about the organization. She asked you to help her prepare the PowerPoint presentation, which will include photos, a video, and a table to provide details her audience might be interested in knowing. Complete the following steps:

1. Open the file named **Theater**, located in the PowerPoint2 ► Case1 folder included with your Data Files, add your name as the subtitle on Slide 1, and then save it as **Children's Theater** to the drive and folder where you are storing your files.
2. Apply the theme from the presentation **Theater Theme**, located in the PowerPoint2 ► Case1 folder.
3. Apply the picture style Moderate Frame, White to the pictures on Slides 2, 3, 4, and 5.
4. On Slide 3 ("Eligibility"), animate the bulleted list using the Float In animation with the Float Down effect, and change the duration to .50 seconds. Animate the bulleted list on Slide 5 ("Performances") using the same animation.
5. On Slide 6 ("Recent Summer Performance"), insert the video **Summer**, located in the PowerPoint2 ► Case1 folder. Set the movie to play Automatically and to rewind after playing, and set the volume to Low. Trim the video by changing the end time to approximately the 18.5-second mark. Set the poster frame to the frame at approximately the 13-second mark.
6. Compress the media to Low Quality.
7. On Slide 7 ("Classes"), add a new row above the last row with the following data: **Junior Jazzers, 7th – 9th, Rarford Koskosky, Tues & Thurs, 4 p.m.** (*Hint: To activate AutoCorrect to change the "th" after 9 to a superscript, press the Tab key to move to the next cell instead of clicking in the cell.*)
8. Change the table style to Medium Style 1 – Accent 1. Select all of the text in the table in the rows below the header row, and then change the font color to Pink, Background 1, Darker 50%. Reposition the table so it is approximately centered vertically in the blank area below the title.

9. On Slide 8, which has the Blank layout applied, draw a rectangle shape so it almost fills the slide but fits inside the purple and pink borders on the slide. (*Hint:* Change the fill color of the rectangle to one of the blue colors in the Theme Colors so that you can more easily see where the rectangle and the purple border lines meet.) After the rectangle is sized to the correct size, fill the shape with the picture **Group**, located in the PowerPoint2 ► Case1 folder.
10. On Slide 8, draw another rectangle shape that is one inch high and stretches from the inside of the pink borders on the left and right. Position this rectangle directly below the purple line at the top of the slide. Remove the fill from the shape and remove the outline (that is, change the fill to No Fill and change the outline to No Outline).
11. In the second rectangle, type **See You at the Theater!**. Change the font to Broadway (Headings), and change the font size to 44 points. (If the font color is not White, or if you can't see the text, click the border of the rectangle to select the entire shape, and then change the font color to White.)
12. On Slide 8, animate the text box using the entrance animation Grow & Turn. Set its duration to .50 seconds, set its start timing to After previous, and set a delay of one second.
13. Apply the Drape transition to all the slides using the default Left effect. Then apply the Curtains transition to only Slides 1 and 8. On Slide 8, change the duration of the transition to two seconds.
14. Save your changes, and then watch the slide show in Slide Show view. Remember to wait for the video on Slide 6 ("Recent Summer Performance") to start automatically, and, after the transition to Slide 8, wait for the text box to animate automatically.

Case Problem 2

CREATE

Data Files needed for this Case Problem: Coating.pptx, Curing.mp4, Hanging.jpg, Powder.mp4, Touchup.jpg, Wash.mp4, Welding.jpg

Powder Coating Power Plus Yung Hoang owns Powder Coating Power Plus, a company that uses a process called powder coating to paint metal surfaces. Powder coating results in a high-quality painted metal surface because it bonds with the metal instead of sitting on top of it. His company paints items such as exhaust fans, intake vents, pipes, and bike frames. Potential clients want to know the advantages and the process of powder coating, so Yung decided to create a PowerPoint presentation to provide this information and approximate costs. He started with the Project planning overview presentation template from Office.com and added a custom layout. Complete the following steps:

1. Open the presentation **Coating**, located in the PowerPoint2 ► Case2 folder included with your Data Files, add your name as the subtitle, and then save the presentation as **Powder Coating** to the drive and folder where you are storing your files.
2. Change the layout of Slides 3 through 8 to the custom layout Two Content Modified.
3. Refer to Figure 2-45 and insert the pictures and video as shown on Slides 3 through 8. All the files are located in the PowerPoint2 ► Case2 folder. Note that none of the videos in the presentation have sound.

Figure 2-45 Slides 3 – 8 in the Powder Coating presentation

1. Touch-Up Welding
Touch-up welding is done only if needed.

2. Hanging
Metal items are hung on a rack and electrically grounded.

3. Washing, Rinsing, and Drying
Metal surface must be clean from debris and oil.

4. Applying Powder Coating
Electrically charged powder is sprayed on metal items in spray chamber.

5. Checking and Touching Up
Light reflects from uncoated areas of the metal and these missed spots are touched up.

6. Curing
Temperature of the oven and time spent in the oven vary depending on the metal and size of the item and the specific powder used.

Callout Boxes:

- Welding picture with Reflected Rounded Rectangle picture style applied** (points to slide 1)
- Hanging picture with Reflected Rounded Rectangle picture style applied** (points to slide 2)
- Wash video with the first frame left as the poster frame, set to play Automatically, and with an animation delay of .50 seconds** (points to slide 3)
- Powder video with the poster frame set to the frame at the 18-second mark, set to play Automatically, and with an animation delay of .50 seconds** (points to slide 4)
- Curing video with the poster frame set to the frame at the 5-second mark, set to play Automatically, and with an animation delay of .50 seconds** (points to slide 6)
- Touchup picture with Reflected Rounded Rectangle picture style applied** (points to slide 5)

Photos courtesy of S. Scott Zimmerman

4. Compress all the photos to 96 ppi, and compress the media to Low Quality.
5. On Slide 2 ("Why Is Powder Coating Better Than Paint?"), animate the bulleted list to Wipe with the From Top effect.
6. On Slide 9 ("Procedures and Costs"), create the table shown in Figure 2-46, and apply the formatting as described in the figure.

Figure 2-46 Table on Slide 9 in the Power Coating presentation

Procedures and Costs

text in the first row is centered horizontally and vertically; cells filled with Gray-50%, Accent 6, Lighter 40%

Step	Description	Time Required (in minutes)	Typical Cost
1	Touch-up welding	20	\$50
2	Hanging	30	\$80
3	Pre-treatment	30	\$70
4	Spraying	30	\$150
5	Checking and touchup	20	\$40
6	Curing	60	\$80

Light Style 3 table style, no banded rows; all the text sized to 24 points

column width of the first column just fits widest entry, text centered horizontally

column width just fits widest entry

column width of the last column just fits widest entry, text right-aligned horizontally

column resized so that column heading just fits on two lines; text centered horizontally

7. Apply the Fade transition to Slides 1 through 3 and Slides 9 and 10. Apply the Conveyor transition to Slides 4 through 8.
8. Add **Powder Coating Power Plus** as a footer on all slides except the title slide, and display the current date to be updated automatically on all slides except the title slide. On the notes and handouts, display the current date to be updated automatically, and add your name as a header.
9. Save your changes, and then view the slide show. The videos on Slide 5 ("3. Washing, Rinsing, and Drying"), Slide 6 ("Applying Powder Coating"), and Slide 8 ("6. Curing") should play automatically one-half second after the slide appears in the slide show.