




7. Change the layout of Slide 9 (“Tangrams”) to Two Content, and then insert the photo **Tangrams**, located in the PowerPoint1 ► Case2 folder, in the content placeholder. Increase the size of the picture, maintaining the aspect ratio, and reposition it so it better fills the space on the right.
8. Change the layout of Slide 11 (“Awards”) to Two Content, and then insert the photo **Winner**, located in the PowerPoint1 ► Case2 folder, in the content placeholder.
-  **Troubleshoot** 9. One of the slides contains information that should be explained orally rather than presented as a list. Review the presentation to identify this slide and change that information to a speaker note on that slide. Make any other adjustments necessary to make this an effective slide.
-  **Troubleshoot** 10. Review the presentation to identify the slide that contains information that is repeated in the presentation and delete that slide.
-  **Troubleshoot** 11. Consider how changing the theme in Step 2 affected the readability of the lists on the slides. Make the appropriate changes to the slides.
12. Compress all the photos in the presentation to 96 ppi, check the spelling in the presentation, and then save the changes. (*Hint: If the E-mail (96 ppi) option in the Compress Pictures dialog box is gray and not available, close the dialog box, select a different picture, and try again.*)
13. View the slide show in Presenter view, zooming in on the pictures of the different events.
14. Print the title slide as a full page slide in grayscale. Print Slides 1–3 and Slides 5–10 as an outline by typing **1-3, 5-10** in the Slides box.

### Case Problem 3

**Data Files needed for this Case Problem: Floating Houses.jpg, Karl.jpg, Peru.pptx, Region1.jpg – Region8 Right.jpg**

**Karl Benson Photography** Karl Benson is a photographer who specializes in scenic photos. He also teaches a course for beginner photographers. Karl recently returned from a trip to Peru. On his trip, he was very interested to learn that Peru has eight distinct regions with different geography and climates. Karl asks you to create a presentation that contains some of the photos he took on his trip. He will not be giving an oral presentation using this file. Instead, he wants his students to view the slides on their own, so he prepared a file with text describing the photos and the regions in Peru. Slides 2 through 10 of the final presentation are shown in Figure 1-46. Refer to Figure 1-46 as you complete the following steps:

Figure 1-46 Slides 2-11 of Peruvian Regions presentation

Peru, located on the northwest side of South America, has eight natural (geographical) regions based on altitude and climate.



**Region 1 (Chala)**  
The Chala region is the coastal area along the Pacific Ocean. It is subtropical dry and tropical savanna. This photo is of the Pacific coast near Lima, Peru.



**Region 2 (Yungas)**  
The Yungas region has altitudes of 1000 to 5000 feet above sea level. It includes the forest along the eastern slopes of the Andes mountains with an ordinarily dense (timber, fern, and ferns). This photo shows the Huancayo valley in the low central Andes of Peru.



**Region 3 (Quechua)**  
The Quechua region has altitudes of 7000 to 11,500 feet. It includes big valleys divided by rivers.



The famous inca cities of Cuzco (on the left) and Machu Picchu (on the right) are in this region.



**Region 4 (Suni)**  
Region 4, the Suni region has altitudes of 11,500 to 13,500 feet. This region is dry and cold. Lake Titicaca and its surroundings are in this region. This photo shows the Pukango valley in the High Central Andes.



**Region 5 (Puna)**  
Region 5, the Puna region has altitudes of 13,500 to 14,800 feet. It includes the altitudes of grassland (high plains) where some grass grows. The photo shows the altitudes along the spine of the 14th Central Andes.



**Region 6 (Junca)**  
The Junca region includes the jagged, snow-covered mountains above 13,500 feet.



Both of these photos of the Andes Mountains were taken from an elevation of 15,800 feet.



**Region 7 (Rupa)**  
The Rupa region has altitudes of 1000 to 1300 feet. It includes the high jungle grass on the eastern side of the Andes Mountains. This is a photo of the jungle near the town of Tarapoto.



**Region 8 (Omagua)**  
The Omagua region has altitudes below 1300 feet. It is a low jungle. This photo shows the city of Iquitos in the Amazon Basin.



This is a photo taken in the Amazon jungle.



**Want More?**  
For more information about the Peruvian regions, go to [http://www.nationalgeographic.com/peru/regions/natural\\_regions\\_of\\_peru.html](http://www.nationalgeographic.com/peru/regions/natural_regions_of_peru.html)  
To see more photos by Karl Benson, go to <http://www.karlbenison.com/wordpress/wp-content/uploads/2012/08/Peru-Regions-Photos-2012-08-01-01.jpg>




Maps used with permission of Microsoft Corporation; Photos courtesy of S. Scott Zimmerman

1. Open the file named **Peru**, located in the PowerPoint1 ► Case3 folder included with your Data Files, and then save it as **Peruvian Regions** to the drive and folder where you are storing your files.
2. Add a new slide with the Title Slide layout, and move it so it is Slide 1. Type **The Eight Regions of Peru** as the title and your name as the subtitle.
3. Change the variant of the Office theme to the third variant.
4. On Slide 2, drag the map of Peru on top of the map of South America as in Figure 1-46. (Use the left edges of the maps as a guide.) Resize the title text box to 4" x 5", change the font size of the text in the title text box to 32 points, and then position it on the left side of the slide, approximately centered vertically.
5. Change the layout of Slides 3 through 7 to Picture with Caption. On all five slides, change the font size of the captions in the text boxes below the titles from 16 points to 18 points.
6. Use the Region numbers on the slides to reorder Slides 3 through 10 in order by Region, starting with Region 1 on Slide 3 and ending with Region 8 on Slide 10.
7. On Slides 3 through 10, insert the photos provided in the PowerPoint1 ► Case3 folder that correspond to the region numbers described on each slide. Refer to Figure 1-46 as needed.
8. On Slide 11 ("Want More?"), insert the **Floating Houses** photo, located in the PowerPoint1 ► Case3 folder, in the content placeholder on the left and the **Karl** photo, located in the PowerPoint1 ► Case3 folder, in the content placeholder on the right.
9. Karl needs to post this presentation to a website that has file size limitations, so he needs the presentation file size to be as small as possible, even though he realizes that compressing the photos will reduce their quality. Compress all the photos in the presentation to 96 ppi.
10. Save the changes to the presentation, and then view the presentation in Reading view.

### Case Problem 4

**Data Files needed for this Case Problem:** Cargo.jpg, Corpus Christi.jpg, Freight.jpg, Loading1.mp4, Loading2.mp4, Submit.jpg, URL.jpg, Woman.jpg

**Corpus Christi Freight Transport, Inc.** Quentin Hershey is a customer relations representative for Corpus Christi Freight Transport, Inc., a large shipping company headquartered in Corpus Christi, Texas, and with offices in Argentina and Sydney. He wants you to help him create a PowerPoint presentation to explain features of the company and the services it offers. Quentin wants to give the presentation to organizations that require shipping services to U.S. waterways and to foreign ports. Complete the following steps:

- CHALLENGE**
- ✚ **Explore** 1. Create a new presentation using the Striped black border presentation template from [Office.com](http://Office.com). (Hint: Use **striped black border** as the search term. If you get no results, type **white** as the search term, and then choose a template with a simple theme.)
2. Replace the title text on the title slide with **Corpus Christi Freight Transport, Inc.** and replace the subtitle text with your name. Save the presentation as **Freight Transport** to the drive and folder where you are storing your files.
  3. Delete all the slides except the title slide.
  4. Add a new Slide 2 with the Two Content layout. Type **Who We Are** as the title, and then type the following as a bulleted list in the left content placeholder:
    - **International shipping company**
    - **Licensed by Federal Maritime Commission**
    - **Bonded as international freight transporter**
    - **Registered as cosmetic freight forwarder**
  5. On Slide 2, in the right content placeholder, insert the photo **Freight**, located in the PowerPoint1 ► Case4 folder included with your Data Files. Resize it, maintaining the aspect ratio, so it is 4.8 inches high, and then reposition it as needed so that the middle of the photo and the middle of the bulleted list text box are aligned.

6. Add a new Slide 3 with the Title and Content layout. Type **Online Scheduling** as the title, and then type the following as a bulleted list in the content placeholder:
  - **Register at [www.freight.example.com](http://www.freight.example.com)**
  - **Enter type and amount**
  - **Submit information**
  - **Receive confirmation within 24 hours**
7. On Slide 3, remove the link formatting from the website address in the first bulleted item.
8. On Slide 3, convert the bulleted list to a SmartArt diagram with the Vertical Picture List layout, which is a List type of diagram.
- ✚ **Explore** 9. Change the colors of the diagram to Colored Fill – Accent 3 by using the Change Colors button in the SmartArt Styles group on the SMARTART TOOLS DESIGN tab.
- ✚ **Explore** 10. Insert the following pictures, located in the PowerPoint1 ► Case4 folder, in the picture placeholders in the SmartArt diagram, in order from top to bottom: **URL**, **Cargo**, **Submit**, and **Woman**.
11. Add a new Slide 4 with the Two Content layout. Type **U.S. Office** as the title. In the content placeholder on the left, type the following as an unnumbered list without extra space between the lines:

**Corpus Christi Freight**  
**2405 Shoreline Road**  
**Corpus Christi, TX 78401**
12. On Slide 4, add the phone number **(361) 555-1254** and the website address **[www.freight.example.com](http://www.freight.example.com)** as new items in the unnumbered list. Press the spacebar after typing the website address to format it as a link.
13. On Slide 4, add the photo **Corpus Christi**, located in the PowerPoint1 ► Case4 folder, to the content placeholder on the right. Resize it so it is 3.9 inches high, maintaining the aspect ratio, and then position it so the top edge aligns with the top edge of the text box on the left and there is approximately one inch of space between the right side of the photo and the right edge of the slide.
14. Compress all the photos in the presentation to 96 ppi, and then save the changes.
15. Add a new Slide 5 with the Comparison layout. Type **How Are Containers Loaded?** as the title, type **First a container is selected** in the small text placeholder on the left, and then type **Then it is transported to the ship and loaded** in the small text placeholder on the right. Move this slide so it becomes Slide 4.
- ✚ **Explore** 16. On Slide 4 (“How Are Containers Loaded?”), insert the video **Loading1**, located in the PowerPoint1 ► Case4 folder, in the left content placeholder, and insert the video **Loading2**, located in the same folder, in the right content placeholder. (The video objects might be filled with black when they are inserted.)
- ✚ **Explore** 17. Open the Info tab in Backstage view. Use the Compress Media command to compress the videos to the lowest quality possible. Use the Back button at the top of the navigation bar in Backstage view to return to Normal view.
18. Run the slide show in Slide Show view. When Slide 4 (“How Are Containers Loaded?”) appears, point to each video to make a Play button appear, and then click the Play button to play each video. Note that there is no sound in the videos. (*Hint*: Point to the video as it plays to display the play bar again.)