



SAM Projects

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Review Assignments

Data Files needed for the Review Assignments: **Farmland.jpg**, **Field Volunteer.jpg**, **Office Volunteer.jpg**, **Revised Volunteer Info.pptx**

Chris Kopache is the Volunteer Coordinator for Valley Falls CSA. He needs to create a presentation for CSA members to explain the various ways they can volunteer. He will give the presentation to small groups. He doesn't want to overwhelm people, but he wants them to have enough information about each type of job so that they can choose one that best suits their abilities. He asks you to begin creating the presentation.

1. Start PowerPoint and create a new, blank presentation. On the title slide, type **Information for Volunteers** as the title, and then type your name as the subtitle. Save the presentation as **Volunteer Info** to the drive and folder where you are storing your files.
2. Edit the title by adding **Valley Falls CSA** before the word "Volunteers."
3. Add a new Slide 2 with the Title and Content layout, type **Jobs for Volunteers** as the slide title, and then in the content placeholder type the following:
 - Field work
 - Work in store
 - Deliver shares
 - Office work
 - Must be familiar with Excel and Word
 - Only 3 positions available
4. Create a new Slide 3 with the Title and Content layout. Add **Expectations** as the slide title, and then type the following as a numbered list on the slide:
 1. Submit job preferences with membership application
 2. Volunteer minimum two hours per month
 3. Submit shift changes one week in advance
 4. Contact Chris Kopache
5. Create a new Slide 4 using the Two Content layout. Add **Questions?** as the slide title.
6. Use the Cut and Paste commands to move the last bulleted item on Slide 3 ("Contact Chris Kopache") to the left content placeholder on Slide 4.
7. On Slide 4, remove the bullet symbol from the text you pasted, and then add the following as the next two items in the unnumbered list:

Email: c_kopache@example.org
Cell: 803-555-8723
8. Click after "Kopache" in the first item in the list, and then create a new line below it without creating a new item in the list and so that there is no extra space above the new line. On the new line, type **Volunteer Coordinator**.
9. Remove the hyperlink formatting from the email address.

10. Create a new Slide 5 using the Title and Content layout. Delete the title text placeholder. In the content placeholder, type **Thank You!** as a single item in an unnumbered list. Increase the size of the text "Thank You!" to 96 points, and then change the color of this text to Blue, Accent 1.
11. On Slide 3 ("Expectations"), change the numbered list to a SmartArt graphic. Use the Vertical Curved List layout, which is a List type of diagram.
12. Save your changes, and then close the presentation.
13. Open the file **Revised Volunteer Info**, located in the PowerPoint1 ► Review folder included with your Data Files, add your name as the subtitle on the title slide, and then save it as **New CSA Volunteers** to the drive and location where you are storing your files.
14. Change the theme to Wisp and keep the default variant. On Slide 2, change the size of the text in the bulleted list so that the size of the text of the first-level items is 28 points.
15. On Slide 1 (the title slide), insert the photo **Farmland**, located in the PowerPoint1 ► Review folder included with your Data Files. Resize the photo, maintaining the aspect ratio, so that it is the same width as the slide, and then reposition the photo so that the top of the photo aligns with the top of the slide. Crop the photo from the bottom, up to the base of the trees on the right, leaving approximately one-quarter inch between the bottom of the photo and the slide title.
16. Change the layout of Slide 4 ("Volunteer in the Fields") to Title and Content, and then duplicate Slide 4. In the title of Slide 5 (the duplicate slide), replace "Fields" with **Office**.
17. On Slide 4, insert the photo **Field Volunteer**, located in the PowerPoint1 ► Review folder. Resize the photo so it is 4.9 inches high, maintaining the aspect ratio, and reposition it so it is approximately centered in the space below the slide title.
18. On Slide 5, insert the photo **Office Volunteer**. Crop the top portion of the photo so that there is approximately one-half inch of wall above the top of the paintings in the photo. Resize the cropped photo so it is 5.1 inches high, maintaining the aspect ratio, and then reposition the photo as you did for the photo on Slide 4.
19. Move Slide 5 ("Volunteer in the Office") so it becomes Slide 7.
20. On Slide 9 ("Questions?"), crop the photo to the Oval shape. Increase the size of the text in the unnumbered list to 24 points, and then resize the text box to make it wide enough so that the line containing the email address fits on one line.
21. Compress all the photos in the slides to 96 ppi and delete cropped areas of pictures.
22. Display Slide 3 ("Description of Volunteer Jobs") in the Slide pane and review the information on this slide. Chris wants to include this information as notes on Slides 4 through 7 instead of displaying it as a bulleted list. He has already added the notes to Slides 5 and 6. Display Slide 4 ("Volunteer in the Fields") in the Slide pane, display the Notes pane, and then add **Field workers pull weeds and participate in harvesting produce** in the Notes pane. Then display Slide 7 ("Volunteer in the Office") in the Slide pane, and add **Office workers use Excel to maintain volunteer schedules and use Word to publish the newsletter** as a note on this slide.
23. Delete Slide 3 ("Description of Volunteer Jobs") and the last slide (the blank slide).
24. Correct the two spelling errors on Slide 2 and the error on Slide 7, and ignore all instances of Chris's last name. If you made any additional spelling errors, correct them as well. Save the changes to the presentation.
25. Review the slide show in Slide Show, Presenter, and Reading views.
26. View the slides in grayscale, and then print the following: the title slide as a full page-sized slide in color or in grayscale depending on your printer; Slides 1–9 as a handout on a single piece of paper with the slides in order horizontally; Slides 3 and 6 as notes pages, and Slides 1–8 as an outline. Close the presentation when you are finished.

Case Problem 1

Data Files needed for this Case Problem: Apartment.jpg, Center.jpg, Couple.jpg, Orientation.pptx, Room.jpg

Wind Lake Assisted Living Center Sylvia Prater is director of human resources at Wind Lake Assisted Living Center in Muskego, Wisconsin. She is in charge of hiring employees and training them. She decided to create a presentation that she will give to new employees as part of their orientation. She asks you to help her create PowerPoint slides that she will use while she gives her presentation. Complete the following steps:

1. Open the presentation named **Orientation**, located in the PowerPoint1 ► Case1 folder included with your Data Files, and then save it as **Employee Orientation** to the drive and folder where you are storing your files.
2. Insert a new slide using the Title Slide layout. Move this new slide so it is Slide 1. Type **Employee Orientation** as the presentation title on the title slide. In the subtitle text placeholder, type your name.
3. Create a new Slide 2 with the Title and Content layout. Type **What Is Assisted Living?** as the slide title, and **Residence for people who need some assistance with daily living activities.** as the only item in the content placeholder. Change this to an unnumbered list.
4. Apply the View theme, and then apply its third variant. (If the View theme is not listed in the Themes gallery, choose any other theme and variant that uses a white or mostly white background, places the slide titles at the top of the slides, uses bullet symbols for first-level bulleted items, and positions the content in the bulleted lists starting at the top of the content text box, not the middle.)
5. On Slide 2 (“What Is Assisted Living?”), increase the size of the text of the in the text box below the slide titles to 28 points. On Slide 3 (“What Do We Provide?”) increase the size of the text in the bulleted list so it is 24 points. On Slide 4 (“Our Employees”) and Slide 7 (“Our Residents”), increase the size of the text in the bulleted list so that the first-level items are 28 points.
6. On Slide 2, insert the photo **Center**, located in the PowerPoint1 ► Case1 folder. Crop the top part of the photo off so that there is about one inch of sky above the building. Position the photo so the bottom of the photo aligns with the bottom of the slide and the left edge of the photo aligns with the right edge of the gray bar on the left. Resize the photo, maintaining the aspect ratio, so that it stretches from the gray bar on the left to the orange bar on the right. (If you used a different theme, center the photo horizontally in the space at the bottom of the slide.)
7. On Slide 3 (“What Do We Provide?”), add the speaker note **Personal care, such as bathing, grooming, and dressing, is provided by certified personal care attendants.**
8. On Slide 6 (“Living Quarters”), change the layout to the Comparison layout, which includes two content placeholders and a small text placeholder above each content placeholder. In the large content placeholder on the left, insert the photo **Room**, and in the large content placeholder on the right, insert the photo **Apartment**. Resize the Room photo so it is approximately the same height as the Apartment photo, maintaining the aspect ratio, and then reposition it, if needed, so that it is center-aligned with the caption placeholder above it and top-aligned with the Room photo on the left.
9. On Slide 5 (“Our Facility”), cut the first bulleted item, and then paste it in on Slide 6 in the small text placeholder on the left. If a blank line is added below the pasted text, delete it. On Slide 5, cut the remaining bulleted item, and then paste it on Slide 6 in the small text placeholder on the right, deleting the blank line if necessary.
10. On Slide 7 (“Our Residents”), add **Age** as the third bulleted item in the list, and then add **Minimum 60 years** and **Average 78 years** as subitems under the “Age” first-level item. Change the layout to Two Content.




11. On Slide 7, in the content placeholder, insert the photo **Couple**, located in the PowerPoint1 ► Case1 folder. Crop off the part of the photo to the right of the man, resize the photo so it is 5 inches high, maintaining the aspect ratio, and then reposition it as needed so that the top of the photo and the top of the content text box are aligned.
12. Compress all the photos in the presentation to 96 ppi and delete cropped portions of photos.
13. On Slide 8 (“New Employee To Do List”), change the list to a numbered list, and then add the following as a new item 2:
 2. Attend certification seminars
 1. First aid
 2. CPR
14. On Slide 8, convert the numbered list to a SmartArt diagram using the Vertical Block List layout, which is a List type of diagram. In the Text pane, click before “Confidentiality agreement,” and then press the Tab key to make it a subitem under “Fill out paperwork.” Change “W-4 and other personnel forms” to a second subitem under “Fill out paperwork.”
15. Delete Slide 5 (“Our Facility”). Move Slide 4 (“Our Employees”) so it becomes Slide 6.
16. Check the spelling in the presentation, and then read the text in the presentation carefully. On Slide 3 (“What Do We Provide?”), change the incorrect word “sight” to **site**.
17. Save the changes to the presentation, view the slide show in Presenter view, and then print the title slide as a full page slide, print Slides 2–7 as a handout using the 6 Slides Horizontal arrangement, and print Slide 3 as a notes page.

Case Problem 2

Data Files needed for this Case Problem: Olympiad.pptx, Tangrams.jpg, Winner.jpg

Chandler, AZ School District Manuel Resendez is the Director of Science Curriculum Development for the Chandler, Arizona school district. One of his responsibilities is to organize an annual district-wide Math and Science Olympiad, during which school children in grades 4 through 6 can demonstrate their skills in math and science. To make sure that the teachers, coaches, parents, and volunteers at the Olympiad understand the purpose of the event and the activities the students will be doing, he plans to visit each school and give a presentation to those involved. He created a PowerPoint presentation with text describing the event, and he asks you to finish it by inserting photos from the previous year’s event. Complete the following steps:

1. Open the file named **Olympiad**, located in the PowerPoint1 ► Case2 folder included with your Data Files, and then save it as **Math-Science Olympiad** to the drive and folder where you are storing your files. Add your name as the subtitle on Slide 1.
2. Apply the Frame theme. Change the variant to the third variant.
3. Evaluate the problem that the theme change caused on the title slide and fix it.
4. On Slide 3, in the first item in the bulleted list, move “9:00 a.m. to 8:00 p.m.” to a new line below the first line starting with “When” without creating a new bulleted item. Do the same with “180 S. Arizona Ave.” in the second item.
5. Move Slide 4 (“Rules”) so it becomes Slide 10.
6. On Slide 10 (“Rules”), change the bulleted list to a numbered list. Add as a new item 4 **Only event administrators allowed on the contest floor**. Change the size of the text in the numbered list to 28 points.

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:

