In the Labs

Design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which uses cloud and web technologies, by learning and investigating on your own from general guidance.

Lab 1: Changing the Stacking Order, Adding Audio Options to an Audio File, and Animating a Photo, Illustration, and Title Using Entrance Effects

Problem: Open the presentation, Lab 3-1 Kangaroos, from the Data Files for Students. You are studying Australia in your Geography class and on a recent vacation you visited a zoo that had kangaroos. You thought it would be interesting to put together a presentation for your class about some of the unique things about kangaroos like how long a joey stays in its mother's pouch. Create the slides shown in Figure 3-81.

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: Perform the following tasks:
1. On Slide 1, increase the size of the photo, and apply the Soft Edge Oval picture style (the sixth style in the third row), and move the photo to the location shown in Figure 3-81a.
2. Apply the Grow and Turn entrance effect to the title text font. Change the start timing option to With Previous and the duration to 3.50 seconds.
3. Increase the size of the kangaroo illustration and bring the illustration to the front of the photo. Apply the Bounce entrance effect to the illustration and change the start timing option to After Previous and the duration to 03.50 seconds, as shown in Figure 3-81a.
4. Select the audio file, Happiness Music, on Slide 1 and change the volume to low, start automatically, play across slides and loop until stopped. Also hide this audio file during the show.
5. On Slide 2, increase the size of the kangaroo illustration so that it measures approximately 3.27" × 5.24" and apply the Bounce entrance effect. Change the start timing option to With Previous and the duration to 03.00. Move the illustration to the lower-right corner of the slide, as shown in Figure 3-81b on the next page.

(a) Slide 1

Figure 3-81 (Continued)
6. On Slide 3, apply the Simple Frame, Black picture styles (the second style in the second row) to both photos. Apply the Orange, Accent 6 fill (the last color in the first Theme Colors row) to each rounded rectangle shape. Also change the font color in these shapes to Black and then bold them, as shown in Figure 3–81c.

7. On Slide 4, change the size of the video so that it measures approximately $6.53'' \times 8.9''$, and move the video to the location shown in Figure 3–81d. Change the video style to the Beveled Perspective Left (the first style in the first Intense area row), change the border color to Orange, Accent 1 (the fifth color in the first Theme Colors row), and then change the border weight to 10 pt, as shown in the figure. Have the video start Automatically.

8. Trim the end of the video by leaving the Start Time at 00:00 and changing the End Time to 00:33.394.

9. On Slide 5, apply the Bevel Rectangle picture style (the seventh style in the third row) to the koala photo, apply the Bevel Perspective picture style (the first style in the fourth row) to the opossum photo. Move the two photos to the locations shown, and bring the opossum picture forward, as shown in Figure 3–81c.
10. Apply the Fade entrance effect to the two photos. Change the start timing option to After Previous and the duration to 02:50.

11. If requested by your instructor, insert a text box on Slide 5 and add the name of the street where you lived as a child.

12. Save the presentation using the file name, Lab 3-1 Kangaroos and Wallabies.

13. Submit the document in the format specified by your instructor.

14. On Slide 1, why did you bring the kangaroo illustration to the front of the photo? Why did you trim the end of the video instead of the beginning of the video on Slide 4?

**Lab 2: Ungrouping a Clip, Changing the Color of a Clip Object, Deleting a Clip Object, and Regrouping Objects**

**Problem:** On your recent vacation in Mexico, you saw a muster of peafowl residing on the resort grounds. You found them to be very tame and interesting. And you were especially amazed at the beautiful plumage of the male peafowl or peacock. You belong to the local Audubon Society, and next month it is your turn to make a presentation. You thought the members would enjoy seeing a presentation of the peafowl you saw during your vacation. You decide to create the presentation shown in Figure 3-82.

**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:** Perform the following tasks:

1. Open the presentation, Lab 3-2 Peacocks, from the Data Files for Students.

2. On Slide 1, apply the Rotated, White, picture style (the third style in the third row) to the photo. Increase the size of the photo so that it measures approximately 7.02" × 4.61" and move the photo to the location shown in Figure 3-82a.

![Peafowl Birds](image)

- **Male - Peacock**
- **Female - Peahen**
- **Babies - Peachicks**

(a) Slide 1

Figure 3-82 (Continued)
3. Increase the title text font to 60 point, and change the color of the title text font to Purple (the tenth color in the Standard Colors). Decrease the size of the title placeholder to approximately 1.11" × 6.33" and position the title on top of the rectangle, as shown in the figure. Apply the Fly In From Left entrance effect to the title, change the start timing option to After Previous, and change the duration to 03.00.

4. Change the color of the purple rectangular shape on Slide 1 to Turquoise, Accent 1 (the fifth color in the first Theme Colors row).

5. Increase the subtitle text font to 36 point, decrease the size of the subtitle placeholder to approximately 1.78" × 5.93", and move the placeholder to the position shown in the figure.

6. Apply the Fly In From Left entrance effect to the first line of the subtitle, change the start timing option to After Previous and the duration to 02.25. Apply the Fly In From Left entrance effect to the second line of the subtitle and then change the start timing option to After Previous and the duration to 02.25. Apply the same animation settings to the third line of the subtitle text.

7. On Slide 2, increase the size of the video to approximately 5.57" × 7.42", apply the Canvas, White video style (the fourth style in the second row in the Intense area) to the video, change the video border color to Turquoise, Accent 1 (the fifth color in the first Theme Colors row), and then change the border weight to 6 pt, as shown in Figure 3–82b. Trim the video so that the Start Time is 00:01.147. Change the volume to Low, and start the video automatically. Move the video to the left side of the slide, as shown in the figure.

8. Apply the Soft Edge Oval picture style (the sixth style in the third row) to the photo, enlarge it, and move it to the bottom-right corner of the slide as shown.

9. On Slide 3, select the peacock illustration and zoom in to the three oval spots at the end of the peacock's feathers. Ungroup this illustration. Select the green oval spot on the left feather and change the color to Turquoise, Accent 3 (the seventh color in the first Shape Fill Theme Colors row). Regroup the clip, as shown in Figure 3–82c on the next page.

10. Change the volume on the audio file to low, play across slides, and hide during the show.
11. On Slide 4, apply the Reflected Rounded Rectangle picture style (the fifth style in the first row) to the upper-right photo and apply the Bevel Rectangle picture style (the seventh style in the third row) to the photo at bottom-center of the slide, as shown in Figure 3–82d on the next page.

12. Apply the Appear entrance effect to the two photos. Change the start timing option to After Previous.

13. If requested by your instructor, insert a text box at the lower-right corner of Slide 3 and type the color of your eyes in the text box.

14. Change the transition to Fade in the Subtle category to all slides. Change the duration to 3.00 seconds.

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15. Save the presentation using the file name, Lab 3-2 Peacock Plumage.
16. Submit the revised document in the format specified by your instructor.
17. In Step 4, you changed the color of the rectangle shape from purple to turquoise. How did the color change improve the title slide? Why did you change the volume on the audio file to low?

Lab 3: Expand Your World: Cloud and Web Technologies
Inserting Video Files from the Web

Problem: The Watch for Motorcycles presentation you created in the chapter has a video you inserted from the Data Files for Students. The rider in this video demonstrated proper riding techniques and had appropriate riding attire. Many organizations promoting motorcycle safety have created videos and posted them to online websites. PowerPoint allows you to insert online videos easily in a manner similar to how you inserted the Motorcycle Rider file. You are going to search for and then insert one of these online videos into the Watch for Motorcycles presentation.

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:
1. Open the Watch for Motorcycles file, insert a new Slide 4 with the Title and Content layout, and then type Safety Tips as the title text. Use the Format Painter to copy the font formatting from Slide 2 to the new Slide 4 title. Center this title text.
2. Format the Slide 4 background with a gradient or texture fill.
3. Tap or click the Insert Video icon in the content placeholder to display the Insert Video dialog box. If necessary, tap or click the YouTube button at the bottom on the dialog box to add that website to the list of file locations.
4. Tap or click the YouTube search box and then type motorcycle safety tips as the search text.
5. When the search results are displayed, browse the video frames and tap or click one that appears to fit the theme of this presentation. View the title of the video, its length, and its source in the lower-left corner of the dialog box. Then, tap or click the View Larger (magnifying glass) icon in the lower-right corner of the video frame to view a preview of the video.
6. Tap or click the Insert button to insert the video on Slide 4.
7. Add a style to the video and then resize the frame. Start this file automatically during the presentation and have it play full screen, if possible.
8. If requested to do so by your instructor, add the city where you were born to the Slide 4 title text.
9. Save the presentation using the file name, Lab 3-3 Watch for Motorcycles Expanded.
10. Submit the assignment in the format specified by your instructor.
11. What criteria did you use to select a particular YouTube video? What decisions did you make to choose a background format?