

# TECHNOTravel

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## For Microsoft Word & PowerPoint 2010 Student Workbook



**TECHNO**eBooks

Project-based Computer Curriculum eBooks

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# SESSION 2

## Travel Advertisement

In this session, you begin to make the travel advertisement for the weekend getaway. To start, you learn about Microsoft PowerPoint and the location of commonly used commands.

Afterwards, you create a slide master for the advertisement. A slide master is a design that sets the layout of placeholders, background style, font formatting, bullet style, headers, and footers. Customizing the slide master is a great way to create a unique look that is "one-of-a-kind." Once you have finished changing the slide master, you will create a title and introduction slide. You may find that once you add content to the advertisement, additional edits to the slide master are needed to perfect the layout or design choices.

Assignment 5: Introduction to Microsoft PowerPoint

Assignment 6: Slide Master Design

Assignment 7: Create the Introduction Slide

Session 2 Review: About Microsoft PowerPoint

Session 2 Skill Review: A Trip to Barbados

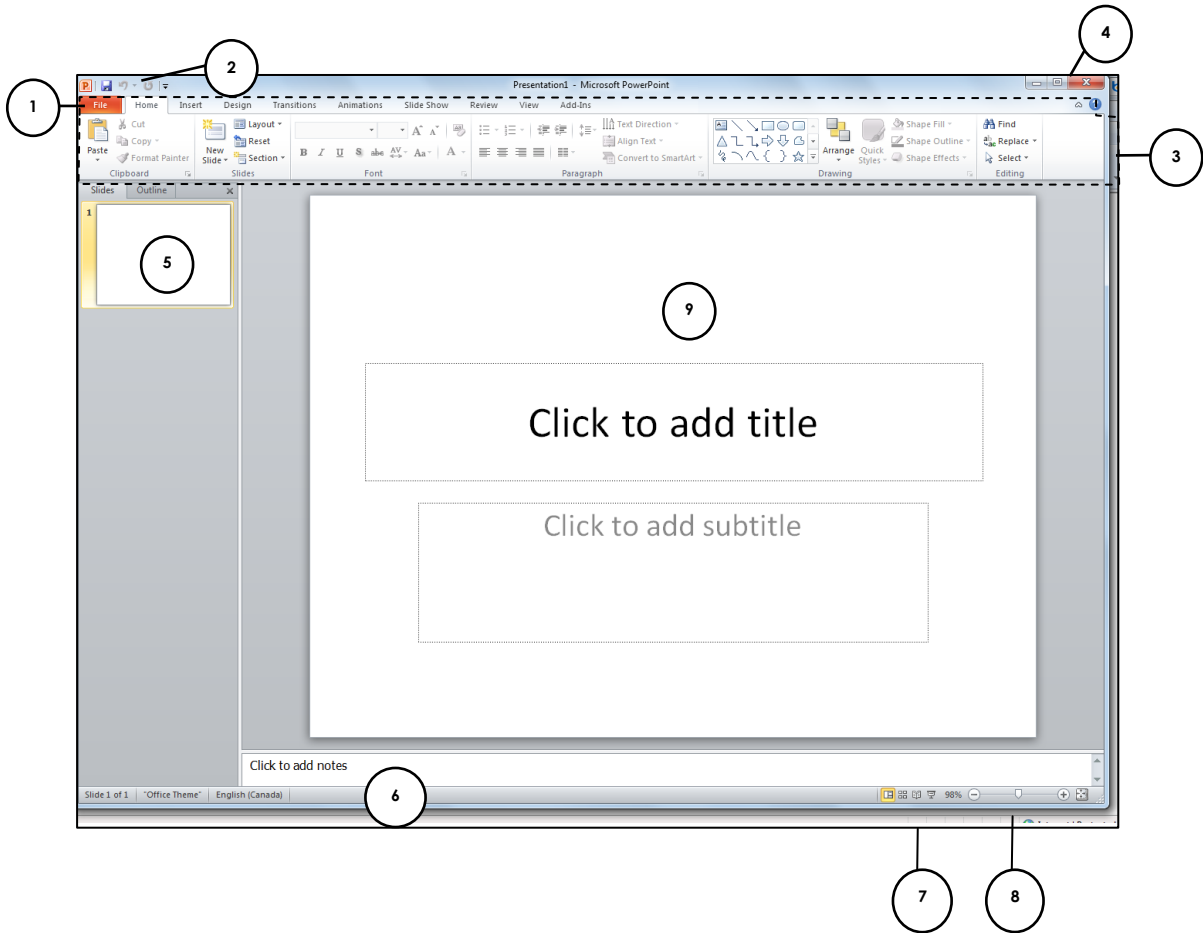
Session 2 Extension Activity: Fancy WordArt Title

## Assignment 5: Introduction to Microsoft PowerPoint

You will be using Microsoft PowerPoint to create your travel advertisement. Answer the questions to learn more about the program.

### Open Microsoft PowerPoint

From the START menu, select *All Programs – Microsoft Office – Microsoft PowerPoint*.



- |          |          |          |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

### Label the Parts of the PowerPoint Window

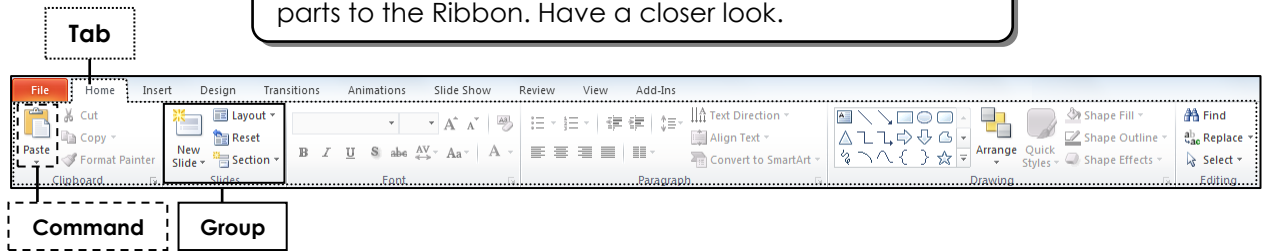
Use the descriptions on the next page to label the parts of the window below.

Window Part	Description
views	A bar at the bottom right of the PowerPoint window that is used to switch between Normal, Slide Sorter, Reading, and Slide Show views.
file tab	A tab which opens a menu of basic commands used in many Microsoft Office programs, such as New, Open, Save and Print.
quick access toolbar	A customizable toolbar found above the ribbon that holds commands which are used often.
ribbon	A band that contains a set of tabs including Home, Insert, Design, Transitions, Animations, Slide Show, Review, View and Add-Ins.
zoom slider	A slider on the status bar that changes the magnification level of the slide in the window.
slide pane	A pane in the middle of the screen used to display the current slide.
notes pane	A pane at the bottom of the window used to add speaker notes.
slides tab	A pane at the left side of the window used to display thumbnails of all the slides in the presentation. When the outline tab is selected, the text on the slides is shown.
window controls	A set of three controls at the top right corner of a program window used to minimize, maximize/restore, or close the program window.



## A Closer Look at the Ribbon

The Ribbon is a band with a set of tabs. There are three parts to the Ribbon. Have a closer look.



- The ribbon has **tabs**. Each tab holds commands that do a similar job. Draw a box around the *Home* tab.
- Each tab is divided into **groups**. A group is a collection of commands that do similar actions like insert, delete, or change the layout of a slide. Draw a box around the *Slides* group.
- Each group has **commands**. Commands are a button, box, or menu that tells the computer what to do. Draw a box around the *Paste* command in the *Clipboard* group.

### Questions About the Ribbon

- Look at the Home tab. In which group of commands can you change the format of text, such as selecting font, size, bold, italic or underline styles?  
\_\_\_\_\_

- Look at the Home tab. What group has the command *Layout*?   
\_\_\_\_\_

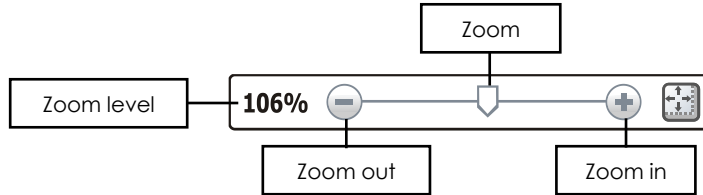
- If you want to add an object such as a picture, clip art, shape, or header and footer, which tab of the ribbon should you choose?  
\_\_\_\_\_

- Click the *View* tab. What group has the command *Slide Master*?   
\_\_\_\_\_

- Which tab would you select to find the *Spelling* command?   
\_\_\_\_\_

## Change the Zoom Level

The Zoom level lets you get a better look at your slide on the screen.



18. Drag the Zoom slider to the left. Now drag the Zoom slider to the right.

What happens when the Zoom slider is dragged to the right?

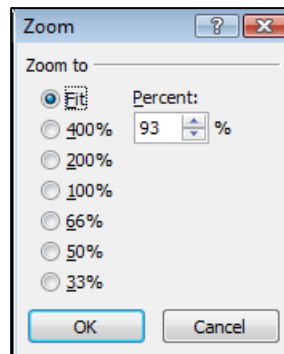
19. Click *Zoom in* . Now click *Zoom out* .

What happens when the *Zoom out* button is clicked?

20. Click on the *Zoom level*.



Click to select **Fit** from the Zoom options. Click OK.



What happens when the *Fit* button is clicked?

## Exit Microsoft PowerPoint.

Click the *File tab*. Click *Exit*.



## Assignment 6: Slide Master Design

You are going to create a "one-of-a-kind" travel advertisement. To make sure your advertisement looks like no one else's you will edit the slide master. The slide master sets the look of the background, text, bullets, header, and footer. It helps to make each slide look the same.

To edit the slide master you will:

- customize the background fill
- format the font, font size, font style, and font color of text
- change the alignment of text
- select a bullet style
- insert and format a clip art to act as the travel agency logo
- draw and format a shape to accent the text boxes
- include a header and footer with the date, travel agency name, and slide number

### Open Microsoft PowerPoint

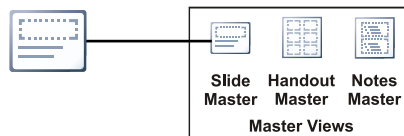
☞ From the START menu, select *All Programs – Microsoft Office –Microsoft PowerPoint*.



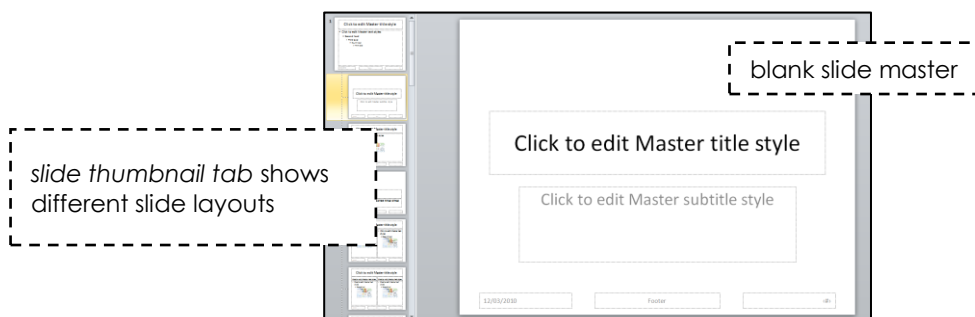
### View the Slide Master

You are going to change from *Normal View* to *Slide Master View*. In *Slide Master View*, the left pane shows the different slide layouts. In the right pane is the blank slide master.

☞ Click the *View* tab, find the *Master Views* group, and then click *Slide Master*.



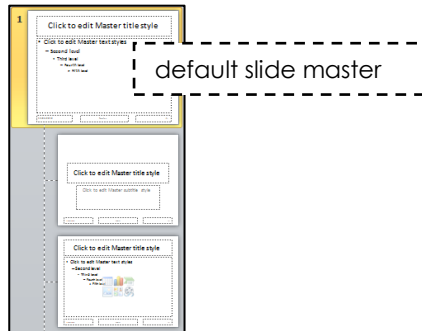
– The view changes to *Slide Master* view.



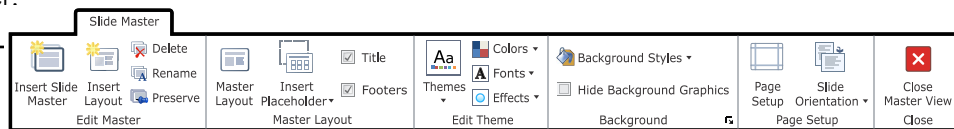
## Select the Default Slide Master

You need to select the slide layout you want to edit from the *slide thumbnail pane*. Since you want to change the background, text, and footer on ALL the sides you need to select the *default slide master*.

- Click the **TOP** slide in the *slide thumbnail pane*.



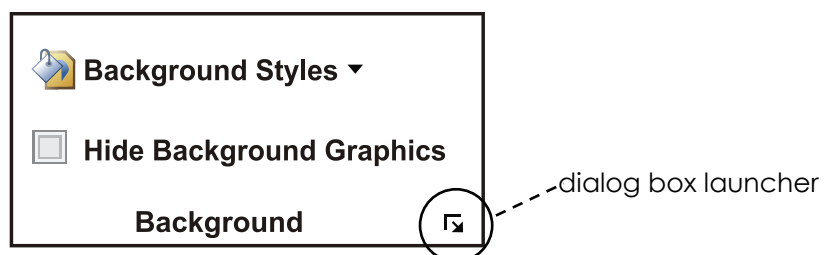
Look for the *contextual tab* that shows up on the ribbon. A contextual tab is an additional tab on the ribbon that appears when doing a task such as formatting the slide master.



## Change the Background Color of the Slide Master

Right now the background color of the slide is white. You can change the background to a solid color, gradient, or texture.

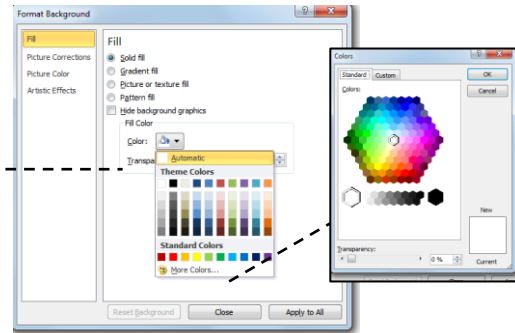
- On the *Slide Master* tab find the *Background* group and click the *dialog box launcher* in the bottom right corner.



Apply a Solid Color

- ☞ Click *Solid fill*.
- ☞ Click the drop-down arrow beside *Color:* and click on a color or click *More Colors...*

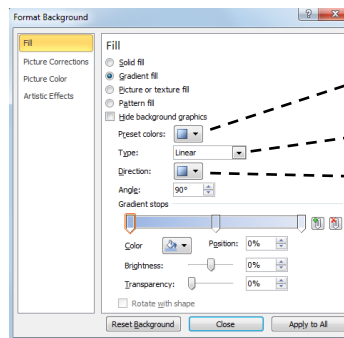
**TIP:**  
If you cannot see any color in the background, check that the *transparency* has not been set to 100%.



- ☞ To change the background, click on a color and click OK.

Apply a Fill Effect: Gradient fill

- ☞ Click *Gradient fill*. Experiment with the choices:



*Preset colors* are a set of premade color designs.

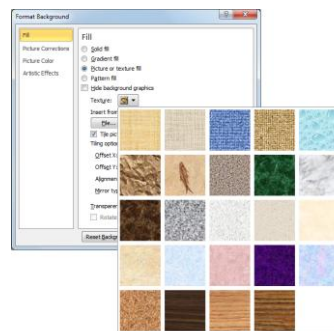
*Type* allows you to choose a shape for the color gradient.

*Direction* allows you to choose an angle for the color gradient.

*Gradient stops* allow you to adjust the position, color, brightness, and transparency of each of the colors in a gradient.

Apply a Fill Effect: Texture

- ☞ Click *Picture or texture fill*. Click the arrow beside *Texture:* and click on any pattern.



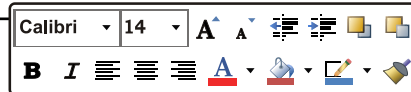
- ☞ Choose a solid fill, gradient, or textured background.
- ☞ **Click *Apply to All*.** Click *Close*.

## Change the Look of the Text on the Slide Master













You can change how the title and information on each slide look. You will want the words to be easy to read.

- ☞ **Triple click** the mouse inside the *Title* placeholder to select the words.
- ☞ **Right click** the mouse.

The Mini toolbar shows up on the screen. It has commands you can use to edit text.



Try the following commands on the Mini toolbar to change the way the title looks. After using each command put a checkmark in the box. ☑

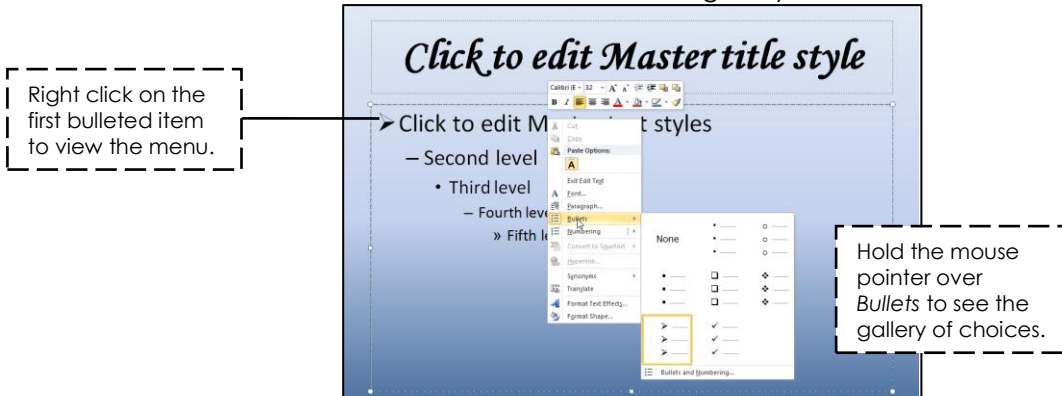
-  Change the font.
-  Change the font size.
-  Increase the size of the letters.
-  Decrease the size of the letters.
-  Fill the placeholder with color.
-  Change the line color of the placeholder.
-  Make the letters look **darker**.
-  Make the letters *slant*.
-  Align text to the left.
-  Align text to the center.
-  Align text to the right.
-  Change the color of the letters.

- ☞ **Use your skills to make the title and text inside the textbox look great.**

## Change the Bullets on the Slide Master

You can change the bullet style. You will notice that on the slide master there are levels of text. Each level has its own bullet style. You can change the bullet style from a circle or line to a square, checkmark, or other fun shape.

- ☞ Click the mouse to position the cursor in the **TOP** level of the text box.
- ☞ **Right click** the mouse to see the context menu.
- ☞ Point to *Bullets* and make a selection from the gallery.



- ☞ **Use your skills to change the bullet style for each level.**

## Insert a Clip Art to Act as the Travel Agency Logo

You are going to use clip art as the logo for your travel agency. A logo is a picture or symbol that is used to represent a company.

- ☞ Click the *Insert* tab.
- ☞ Find the *Images* group, and choose *Clip Art*.
- ☞ In the *Search for* box in the Clip Art task pane, type **travel**. Click *Go*.



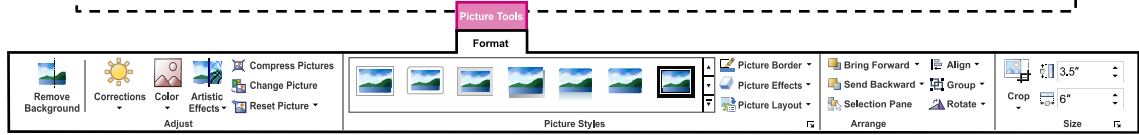
- ☞ Use the scroll arrows along the side of the pane to view the results.
- ☞ When you find a clip art that you like, click on it to add it to the slide.

### Format the Travel Agency Logo

You can change the clip art to make a great looking logo. Use the commands on the Picture Tools tab to change the color, style, shape, border, and effects.

- ☞ **Double click** on the clip art.

Look for the *Picture Tools* contextual tab that shows up on the ribbon.

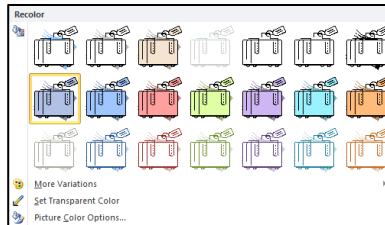


- ☞ On the *Picture Tools Format* tab, find the *Adjust* group, and click *Color*.






- ☞ Click on a color you like, or click *More Variations* to see more choices.




Hold the mouse pointer over each option to see a Live Preview on the slide.



- ☞ On the *Picture Tools Format* tab, find the *Picture Styles* group. Try the following commands to change the way the clip art looks. After using each command put a checkmark in the box.

-  Pick a preset fill, outline, and effects style from a gallery.
-  Change the color, weight, and dash style of the clip art border.
-  Add an effect such as a shadow, reflection, glow, soft edges, bevel, or 3-D rotation to the clip art.

- ☞ **Use your skills to make the logo look great.**

- ☞ Click on the clip art. Drag a corner handle to resize the clip art. 
- ☞ Drag the green handle to rotate the clip art. 
- ☞ Click on the center of the clip art and drag to place the logo on the slide. 

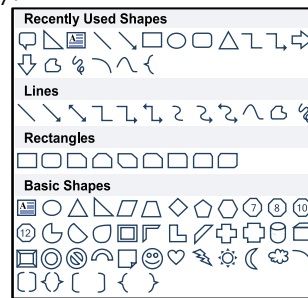




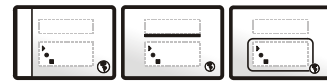
## Draw a Shape on the Slide Master

You are going to draw a shape on the slide. You can use the shape to create a border, draw interest towards the title, or frame the text box.

- ☞ Click the *Insert* tab.
- ☞ Find the *Illustrations* group, and choose *Shapes*.
- ☞ Pick a shape from the gallery.



**TIP:** You may want to draw a shape on the left side of the slide, below the title, or behind the text box.



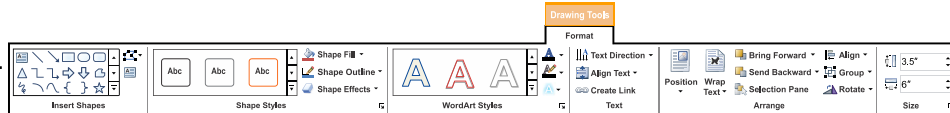
- ☞ Click and drag to draw a shape. **DO NOT WORRY IF THE SHAPE COVERS THE TEXT BOX. YOU WILL MOVE IT LATER.**

## Format a Shape on the Slide Master

Use the commands on the Drawing Tools tab to change the color, style, shape, border, effects, object order, alignment, and orientation.





- ☞ **Double click** on the shape.

Look for the *Drawing Tools* contextual tab that shows up on the ribbon.



## Format the Fill, Border, and Effect

- ☞ On the *Drawing Tools Format* tab, find the *Shape Styles* group. Try the following commands to change the way the shape looks. After using each command put a checkmark in the box. ☑

-  Pick a preset fill, outline, and effects style from a gallery.
-  Fill a shape with a color, gradient, texture, or picture.
-  Change the color, weight, and dash style.
-  Add an effect such as a shadow, reflection, glow, soft edges, bevel, or 3-D rotation.

## Change the Object Order

Object order is the how slide objects are placed in a stack. The shape may be blocking the text box or logo. You can change the *object order* to move the shape **BEHIND** the other objects.

☞ Click on the shape.

☞ Click the *Drawing Tools Format* tab, find the *Arrange* group. Click the arrow on *Send Backward* and choose *Send to Back*.



## Align the Shape

You can align the shape to the left, center, right, top, middle, or bottom of the slide.

☞ On the *Drawing Tools Format* tab, find the *Arrange* group. Click *Align*.



☞ Try the following commands to change the location of the shape. After using each command put a checkmark in the box.



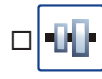
Place at **left** edge of the slide.



Place at the **top** of the slide.



Place in the **center** of the slide.



Place in the **middle** of the slide.



Place at the **right** edge of the slide.



Place at the **bottom** of the slide.

## Rotate or Flip the Shape

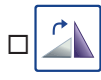
You can rotate or flip the shape. This is a good way to create a one-of-a-kind design.

☞ Click on the shape.

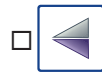
☞ Click the *Drawing Tools Format* tab, find the *Arrange* group. Click *Rotate*.



☞ Try the following commands to change the orientation of the shape. After using each command put a checkmark in the box.



Rotate right 90°.



Flip vertically.



Rotate left 90°.



Flip horizontally.

☞ **Use your skills to format the shape.**

## Change or Resize the Placeholders

☞ Click on a placeholder.

☞ Drag the blue handle to resize the placeholder.

☞ Click the center of the placeholder and drag to move it.

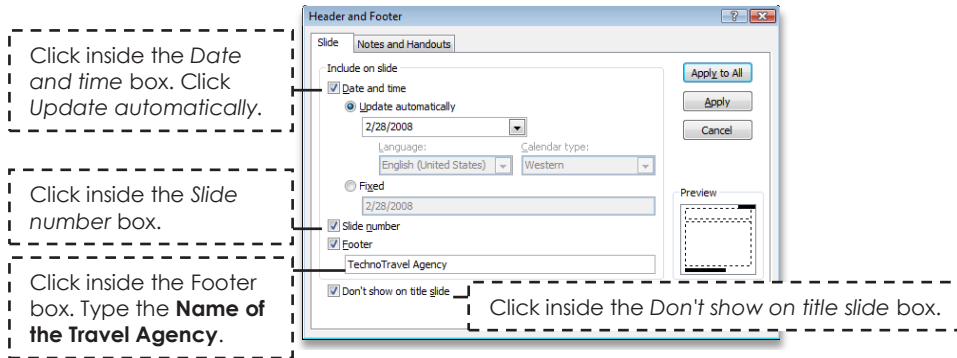
placeholder



## Insert a Header or Footer on the Slide Master

You are going to add the date, slide number, and name of the travel agency onto the header or footer of each slide.

- ☞ Click the *Insert* tab.
- ☞ Find the *Text* group, and choose *Header & Footer*.
- ☞ Add the date, slide number, and name of travel agency:



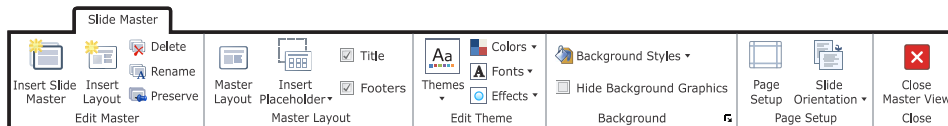
- ☞ Click *Apply to All*.

**TIP:** Use your skills to change the look of the header and footer. You may also want to move or resize the placeholders.

## Close Slide Master View

You have finished making your slide master. All the slides in your travel advertisement will be based on this design. You now need to close *Slide Master View* and return to *Normal View*.

- ☞ Click the *Slide Master* tab.

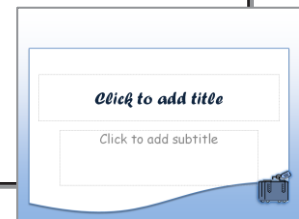


- ☞ Click *Close Master View*.



### YOU WILL SEE A TITLE SLIDE

You see the Title slide layout when you return to Normal View. Next, you will add a slide to see the Title and Content slide layout you have been designing.



## Test the Layout and Design of the Slide Master

It is a good idea to "test" the layout and design of the slide master. To do this, you will type text onto the Title Slide. Next you will insert a slide and add words to the title and text box. If you like the layout and design, no more changes are needed. If you do not like the layout, you will need to make changes to the Slide Master.

- ☞ On the title slide, in the *Click to add title* placeholder type **Weekend Getaway**, press ENTER, then type **Destination Name**.
- ☞ In the *Click to add subtitle* placeholder type **By Student Name**.

YOU WILL NOT BE EDITING THIS SLIDE LAYOUT.

- ☞ On the Home tab, find the Slides group and click *New Slide*.



The layout should be *Title and Content*. If it is not, click *Layout* on the Home tab and choose *Title and Content*.



- ☞ In the *Click to add title* placeholder type **Come Away, Have an Adventure, or Getaway**.
- ☞ In the *Click to add text* placeholder type **You will want to visit Travel Destination**.

DO YOU LIKE THE LOOK OF THE SLIDE?

- ☞ **IF YOU DO NOT LIKE THE SLIDE** click the *View* tab, find the *Master Views* group, and then select *Slide Master*.



- ☞ Click the **TOP** slide in the slide thumbnail pane.



- ☞ **Use your skills to make changes.**

- ☞ When you are finished, click the *Slide Master* tab and select *Close Master View*.



## Save the Travel Advertisement

- ☞ Click the *File* tab and choose *Save*.



- ☞ Go to your student folder. Type **travel** in the File name box and click *Save*.

## Exit Microsoft PowerPoint.

- ☞ Click the *File* tab. Click *Exit*.