Lab 6, Slideshow Basics

CS 0131, Software for Personal Computing
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20 March 2013

We've learned a lot about PowerPoint so far and now it's time to actually use that knowledge. Today, we'll be creating a few simple demo slides to demonstrate various features of PowerPoint.

1   Demo Slideshow

1. Download `demo.pptx` from today's entry in the "Schedule" page of the course website and open the slideshow.

2. Choose a theme from the Design tab and change "Student Name" on the title slide to your name.

3. On the "SmartArt" slide, insert a SmartArt graphic and use it to demonstrate the pros and cons of a debateable topic (there are plenty of these in our present political discourse!), some sort of hierarchy (like the three branches of the US Government), or a process (perhaps a biological process like mitosis):

   a. Make sure you have at least **three** bullets of Level 1 text in your SmartArt. At least one must have sub-bullets (that is, Level 2 text).

   b. Make sure the SmartArt layout you choose matches your content.

   c. Change the colors and style of your SmartArt from the defaults.

4. On the "Chart" slide, use the content selector to insert a chart of Google's stock price over the last few months. Notice how an Excel file named "Chart in Microsoft PowerPoint" effectively opens *within* PowerPoint — no need to create a new file! **Neat!**

   Choose an appropriate chart type, then use the following data:

Date	Stock Price
12/1/2012	698.37
1/1/2013	707.38
2/1/2013	755.69
3/1/2013	801.20

   Make sure to drag the handle of chart's data range appropriately so Excel and PowerPoint know what data to display, then close the Excel file. Finally, spend a little time restyling your chart from your theme's default.

5. On the "Animation" slide, you have been provided several clip art images to create a silly animation.

   a. Reposition and use this clip art to animate, in sequence, the following short scene:
      (1) The sun enters the scene.
      (2) A penguin walks into the scene.
      (3) A cloud covers the sun.
      (4) The penguin becomes sad (i.e., a sad face appears on top of it).

    (5) The cloud leaves.

    (6) The penguin becomes happy!

    (7) The penguin walks away.

    (8) The sun leaves.

  b. Once you have each animation working individually, use the Animations Pane to time them so that you don't have to click in between each animation. (One click to start the whole thing off is okay.) Feel free to make each animation somewhat fast (0.5 to 0.75 seconds) so that you're not waiting too long for these animations to happen when you preview.

6. **That's it!** Save all changes to your slideshow.

Submission

To receive credit for these exercises, call over the instructor, who will check that you have completed the assignment. Then, log into CourseWeb and use the "Assignment Submission" section to submit your "`demo.pptx`" file for **Lab 6**.

You should be able to complete this lab in the allotted class time; however, if you are running low on time, the instructor will give you further instructions for completing the rest of this lab at home.

Your lab must be checked by the instructor BEFORE you leave the room AND you must submit your files to CourseWeb in order to receive credit for the lab! Don't forget!