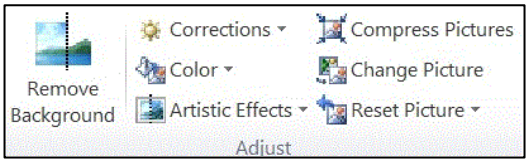
PowerPoint Tasks to Replicate

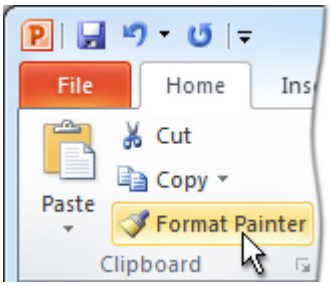
Try to complete the following tasks.

Task 1: Try to remove the white background from these images.



1. Click the picture that you want to create transparent areas in.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Color**. (If you don't see the **Format** or **Picture Tools** tabs, make sure that you've selected a picture.)
3. Click **Set Transparent Color**, and then click the color in the picture or image that you want to make transparent.

Task 2: Using the Format Painter tool duplicate the style of Image 1 onto the other images



1. Select the picture with the formatting that you want to copy.
2. On the **Home** tab, in the **Clipboard** group, click **Format Painter.** The pointer changes to a paintbrush icon. Double-click the **Format Painter** button if you want to copy the formatting to multiple selections.
3. Select the picture that you want to format with the brush.(Note: The Format Painter tool can be used with text by dragging the brush across the text selection)

Task 3: Try to duplicate Image 1 in the open circle.

1. Search **the Web** looking for a picture of a skate. Save the image to your **Pictures Library** on your computer.
2. Click the shape(the circle) that you want to add a picture fill to. Under **Drawing Tools**, on the **Format** tab, in the **Shape Styles** group, click the arrow next to **Shape Fill**, and then click **Picture**.

3. If you do not see the **Drawing Tools** or **Format** tabs, make sure that you have selected the shape. Locate the folder that contains the picture that you want to use, click the picture file, and then click **Insert**.

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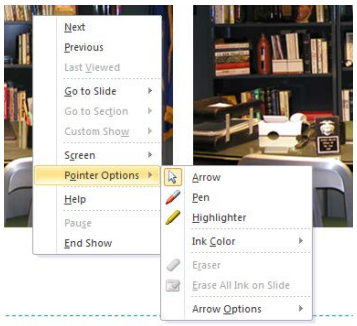
Task 4: Try to draw on the images with the Pen tool.



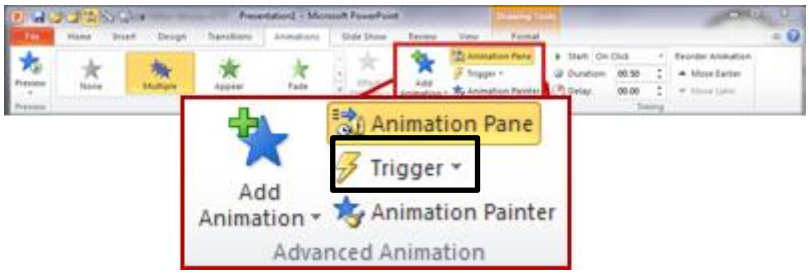
1. Start your Slide Show. 2. Right-click on the slide that you want to write on, point to **Pointer Options**, and then click a pen or highlighter option. 3. Hold down the left mouse button and drag to write on, draw on, or highlight your slides. 4. To remove some or all of what you've written or drawn, right-click the slide, point to **Pointer Options**, and then Click **Eraser**, and then hold down the left mouse button and drag the eraser over what you want to erase. 5. To turn off the pen or highlighter, resume the pointer, and continue advancing through your presentation, right-click the slide, point to **Pointer Options**, and then click **Arrow**.

Task 5: Try to create triggers with the images below.

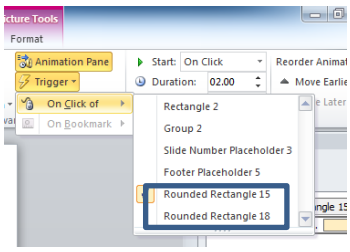
First Make the Motion Path

1. Click the object which you want to add a motion path. 2. On the **Animations** tab, in the **Animations** group, Click **Custom Path**. When you **click** where you want the motion path to start, the pointer becomes a pen . Click where you want the motion path to start. Move the pointer and click where you want the line to end Double-click at the motion's final end point.

Second Make the Trigger

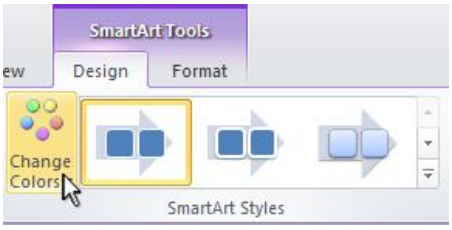


1. Select the object that has the animation that you want to trigger. 2. On the **Animations** tab, in the **Advanced Animation** group, click **Animation Pane**. 3. In the **Animation Pane**, select the animation that you want to trigger. 4. In the **Advanced Animation** group, click **Trigger**, point to **On Click of**, and select the object that you want to trigger the animation. It may be difficult to figure out which shape to select. You have to look at the name in the Animation Pane. In this example it is called Rounded Rectangle 15 and Rounded Rectangle 18.



Task 6: Change the bulleted list into a graphic organizer using SmartArt.

1. Highlight the text on the slide that you want to convert.
2. On the **Home** tab, in the **Paragraph** group, click **Convert to SmartArt Graphic** .
3. In the gallery, click the layout for the SmartArt graphic that you want. 4. You can change the colors applied to the shapes in your SmartArt graphic. 5. Click the SmartArt graphic. 6. Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group, click **Change Colors**.



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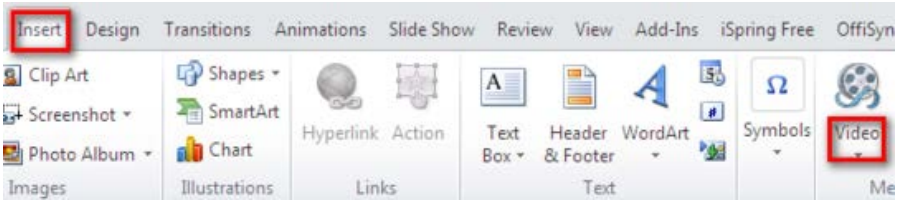
Task 7: Insert any video.

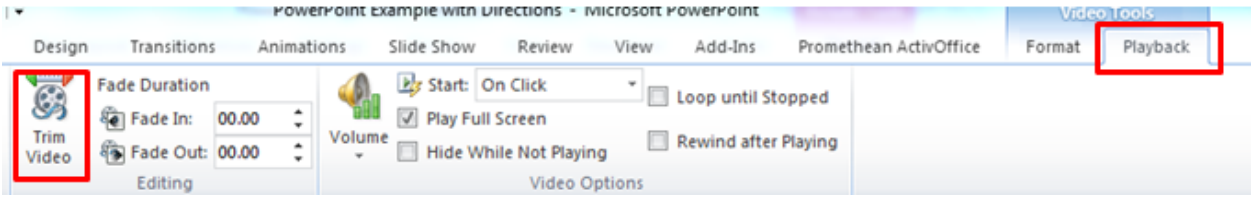
1. Go to http://goo.gl/DgDOjT to find a list of appropriate video resources in CB. Find a video that you like and either download it(if possible) or screencast it.

2. This video can help you learn how to screencast a video: http://goo.gl/cD6NW5. You may need to learn how to install the screencasting software. Please read this to help: http://goo.gl/iYZYz6.

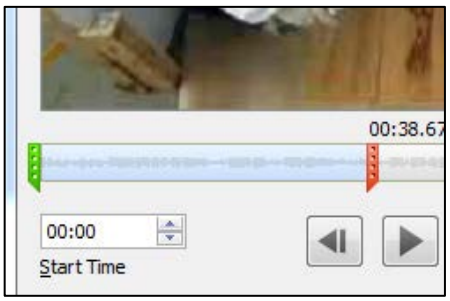
3. Back in PowerPoint, on the Insert tab, click the arrow under **Video**, and then click **Video from file**. In the Insert Video dialog box, locate and click the video that you want to embed, and then click Insert.



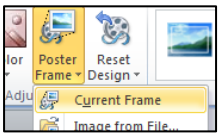
Task 8: (1) Trim this video to 30 seconds, (2) Change the first frame that is viewed.



a. **Trimming**: 1. Click on the video. Under **Video Tools**, on the **Playback** tab, in the **Editing** group, click **Trim Video**. 2. In the **Trim Video** dialog box, do one or more of the following :(a) To trim the beginning of the clip, click the start point (shown in the image as a green marker). When you see the two-headed arrow, drag the arrow to the desired starting position for the video. (b) To trim the end of the clip, click the end point (shown in the image as a red marker). When you see the two-headed arrow, drag the arrow to the desired ending position for the video. Click ok.



b. **First Frame**: 1. Play the video until you see the frame that you want to use as your poster frame, and then click **Pause**. 2. Under **Video Tools**, click on the **Format** tab, then **Poster Frame. C**lick **Current Frame**.



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Task 9: Try to create a timeline about any topic using the template below.

This is a template that you can use by copying and pasting into any presentation. You can modify the dates and add text boxes for information.

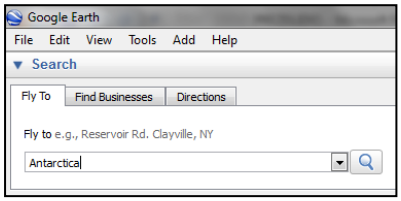
1. On the **Insert** tab, in the **Text** group, click **Text Box**. 2. Click in the presentation, and then drag to draw the text box the size that you want. 3. To add text to a text box, click inside the text box and then type or paste text.

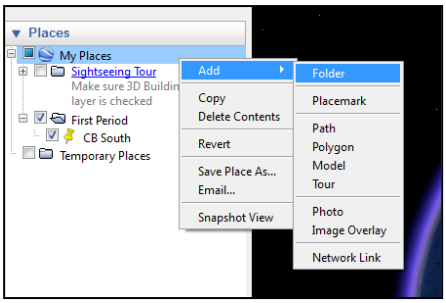
Task 10 (highly advanced): (1) Create a scrolling text, (2) Create and trim the videos to make a header, (3) Make a title, and (4) Add footsteps sound.

The best way to explain this slide is by demonstrating. There is a silent tutorial linked on the slide in the PowerPoint or you can watch it by clicking here: http://goo.gl/YaEimg.

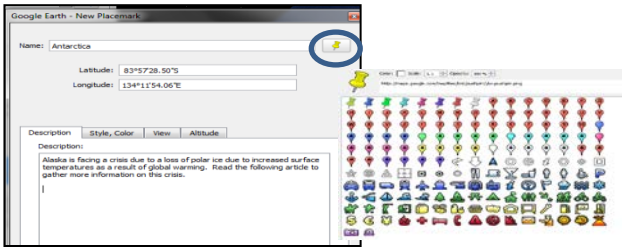
Task 11 (highly advanced): Link to a Google Earth File.

Step 1: Open Google Earth and create a folder in which you can store all of your place marks. Right click on My Places→Add→Folder. **Step 2**: Enter your desired location in the search bar. For example, type Antarctica.





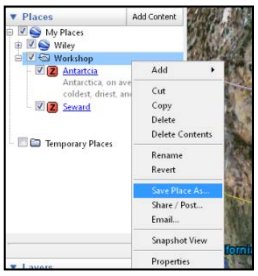
Step 3: Create a place mark. Right click on your new folder and then click Add → Placemark. A dialog box will appear asking you to name the placemark you just created. Click on the thumbnail icon to customize your placemark.



Step 4: Save your file as a KMZ file by right clicking on the folder→Save Place As→name and save your file.

Step 5:Screencast your Google Earth tour and save it has an MP4.

Step 6: Back in PowerPoint, insert your MP4 into the PowerPoint.



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