



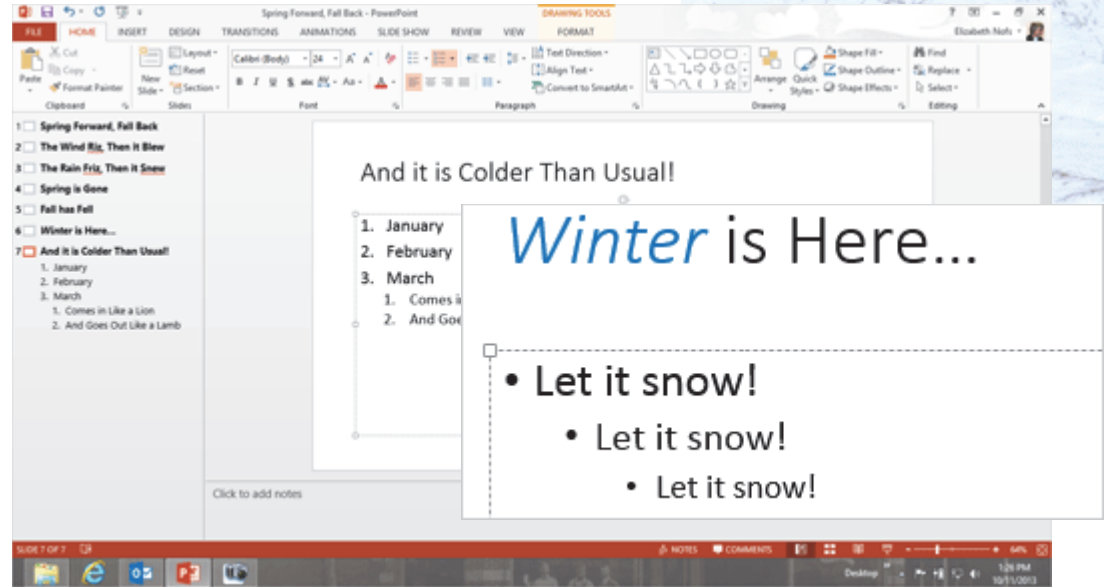
P is for Paragraph



Beginning PowerPoint Objectives

In this lesson, you will learn how to:

1. Review the **Spelling** and **Mini Toolbar** options.
2. Locate the **Outline** and use the Home Ribbon to add new slides to the Outline View.
3. Use the **Paragraph** Group to format the **Bullets**.
4. Modify the **Bullets** and choose a different symbol.
5. Use the **Paragraph** Group to change the indentation on the bulleted lists.
6. Format and modify a **Numbered List**.
7. Edit the **Line Spacing** between the paragraphs.
8. Modify the Text **Alignment**, **Direction** and position within a Text Box.





Lesson 3 : P is for Paragraph

1. Readings

Read Lesson 3 in the PowerPoint guide, page 54-80.

Project

A presentation that uses custom text editing with the **Paragraph** options.

Downloads

[Spring Forward, Fall Back.pptx](#)

2. Practice

Complete the Practice Activity on page 81.

3. Assessment

Review the Test questions on page 82.

Home Ribbon



Menu Maps

From the **Home Ribbon**.

1. [Home ->Slides-> New Slide](#), page 56
2. [Home ->Paragraph->Increase List Level](#), page 63
3. [Home ->Paragraph->Bullets](#), page 65
4. [Home ->Paragraph->Numbering](#), page 69
5. [Home ->Paragraph->Line Spacing](#), page 73
6. [Home ->Paragraph->Alignment](#), page 76
7. [Home ->Paragraph->Align->Bottom](#), page 77
8. [Home ->Paragraph->Text Direction](#), page 78

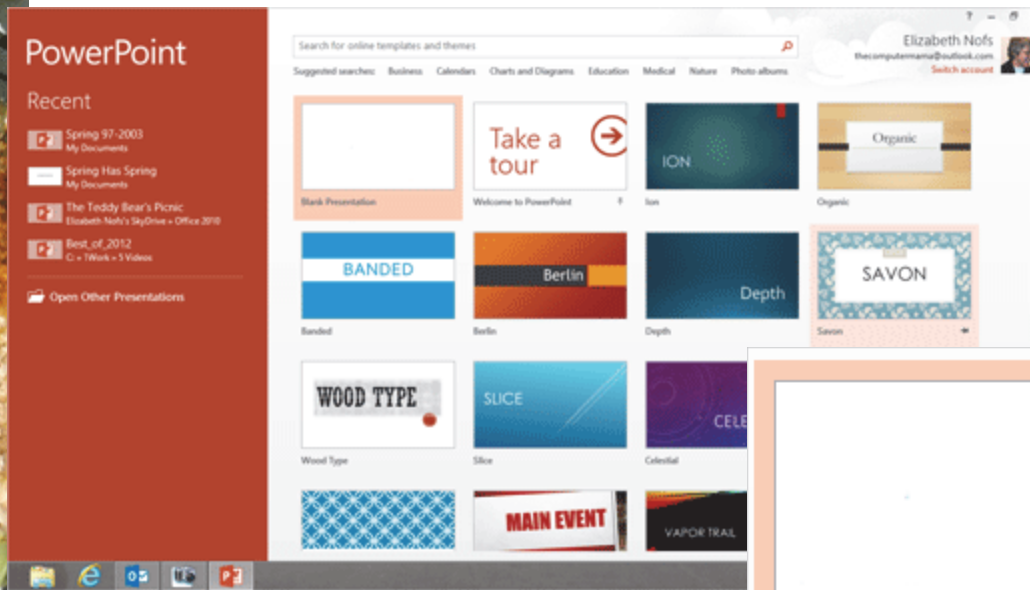




Working with Text

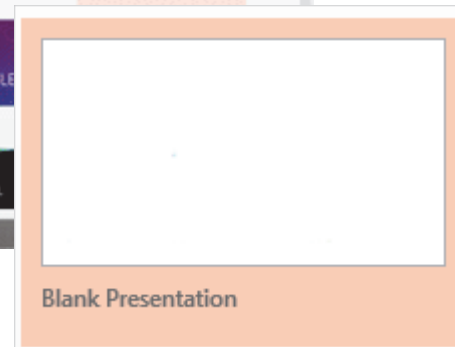
There are several methods for processing information. In general, people focus on either the Text, Pictures, or Music. Microsoft PowerPoint has tools, tools and more tools for formatting the Text. This lesson will look at all of the options available in the Paragraph Group. As you go through the various examples ask yourself: what is the purpose of the formatting? Will it draw attention to your message? Is the Text easier to read? Will this formatting improve the show?

Good questions. Let's look for some answers.



Try This: Start PowerPoint 2013.
Go to **Start**.
Click on **PowerPoint 2013**.

When you start PowerPoint you will be prompted to choose a template.
Select a Blank Presentation.





Take One

Before You Begin

This lesson will show off the options in the **Paragraph** Group. The options include: Bullets, Indentations, Alignment, Columns, Line Spacing, Text Direction and More. Let's begin by adding a couple of slides and typing the titles.

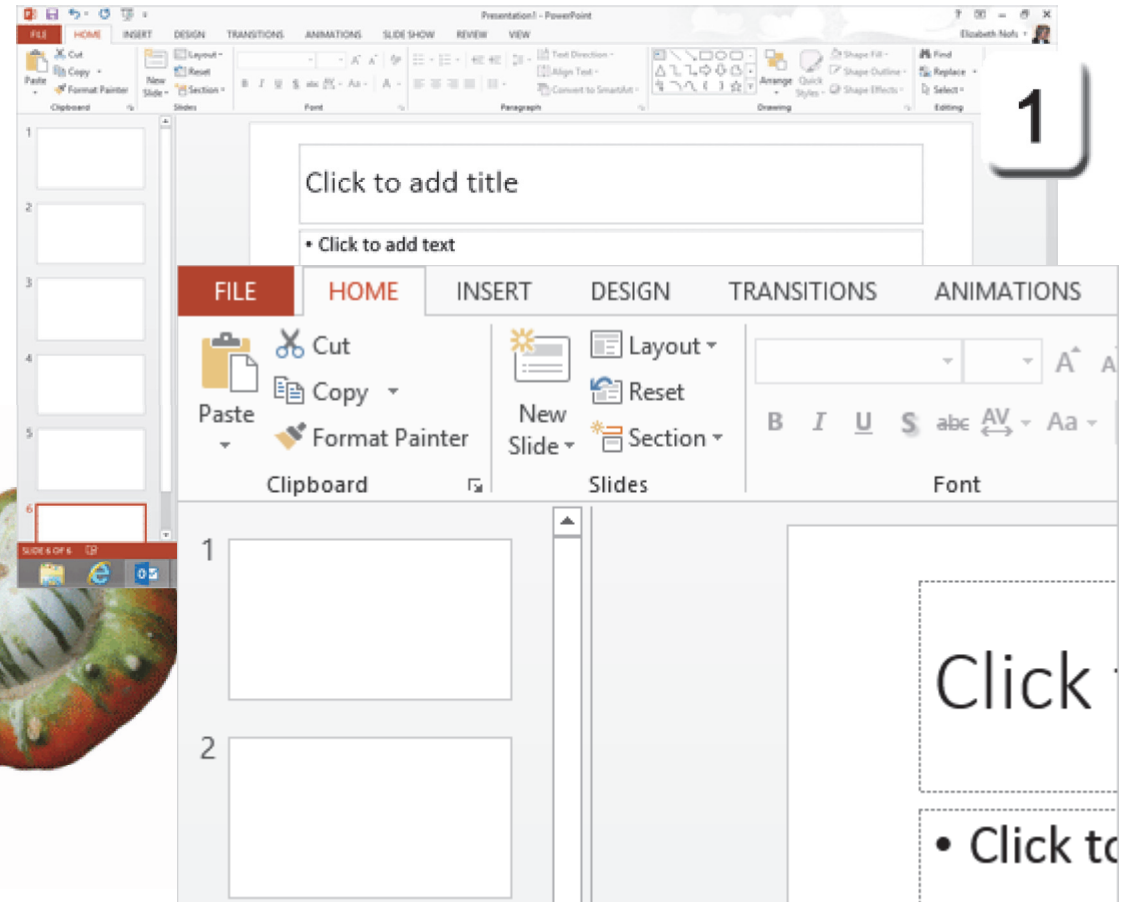
1. Try it: Add Slides to the New Presentation

You should see a new, blank Presentation in PowerPoint. There may be one slide. Go to **Home ->Slides->New Slide**. Please add 5 blank slides.

Keep going...



Home ->Slides->New Slide



Exam 77-422: Microsoft PowerPoint 2013
2.0 Insert and Format Shapes and Slides
2.1 Insert and Format Slides: Add New Slides



Enter the Titles

2. Try This: Add Sample Text to the Titles

- Select Slide 1, type: Spring Forward, Fall Back
- Select Slide 2, type: The Wind Riz, Then it Blew.
- Select Slide 3, type: The Rain Friz, Then it Snew.
- Select Slide 4, type: Spring is Gone.
- Select Slide 5, type: Fall has Fell,
- Select Slide 6, type: Winter is Here...

Keep going...



Home ->Slides->New Slide

The screenshot displays the Microsoft PowerPoint 2013 interface. The ribbon at the top includes FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, and VIEW. The HOME ribbon is active, showing options like Paste, Copy, Format Painter, Clipboard, Layout, Reset, New Slide, and Slides. The main slide area shows a slide with the title "Spring Forward, Fall Back" and a subtitle placeholder "Click to add subtitle". A large number "2" is overlaid on the right side of the slide. Below the main slide, a zoomed-in view of the slide content is shown, highlighting the title and subtitle areas with a dashed border.

Exam 77-422: Microsoft PowerPoint 2013
 3.0 Create Slide Content
 3.1 Insert and Format Text: Enter Text



Spelling Checking

Ogden Nash, American poet, liked to play with words such as 'Riz' and 'Friz'. This Spring poem is giving the Microsoft Office **Spell Checker** fits. The Spell Checker has highlighted each word that isn't in the dictionary with a red, wavy line.

What are the options?

3. Try it: Check the Spelling

Go to Slide 2.

Right Click the word: Friz.

What Do You See? The Spell Checker offers several words from the Dictionary. You can select **Ignore All** if you wish.

Select **Ignore All**
(The poet spelled 'em rite)

Keep going...

Review ->Proofing->Spelling

The screenshot shows the Microsoft PowerPoint 2013 interface. The slide content is "The Rain Friz, Then it Snew". The word "Friz" is highlighted with a red wavy line. A context menu is open over "Friz" with options: Snow, Snew, Sew, Skew, Slew, and Ignore All. A larger inset shows the word "Then it Snew" with "Snew" highlighted and the same context menu open. A large number "3" is in the top right corner.

Exam 77-422: Microsoft PowerPoint 2013
5.0 Manage Multiple Presentations
5.3 Protect and Share Presentations: Proof Presentations (Spell Check)



The Mini Toolbar

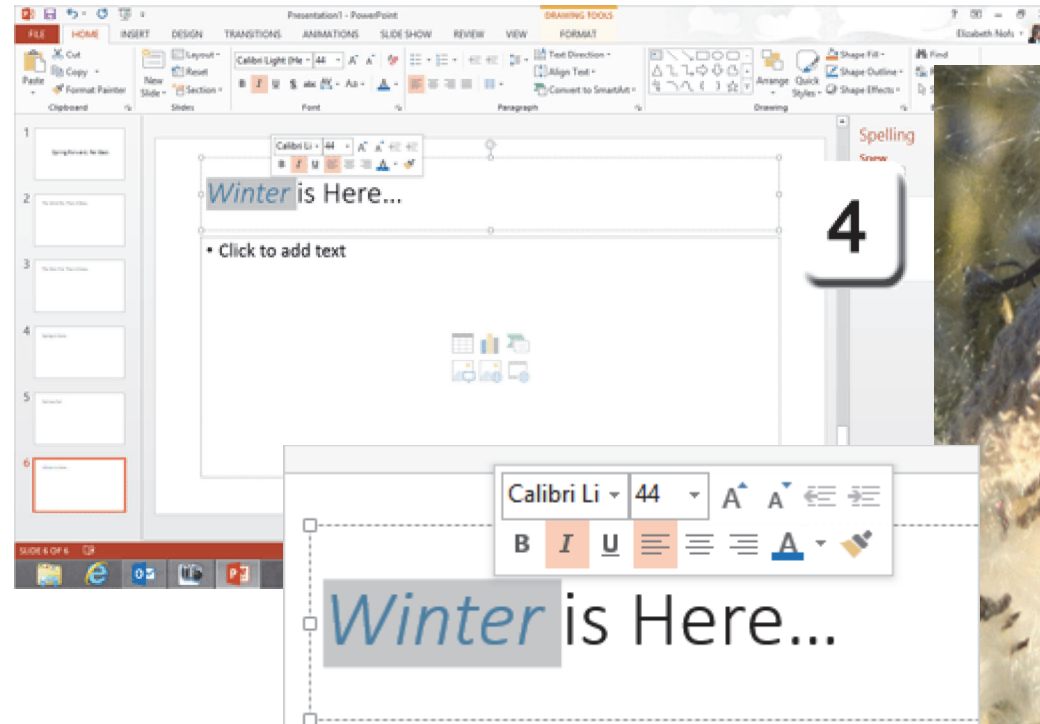
When you right-click or highlight the text you may see the **Mini Toolbar**. The Mini Toolbar has a short list of the Font options on the Home Ribbon. The technical term for this is in-place activation.

4. Try it: Format the Title

Go to Slide 6.
Select the word: Winter.

Use the **Mini Toolbar** to format the Font: Font Style: Italic
Font Color: Blue
Very good.

Home ->Font



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.1 Insert and Format Text: Apply Formatting and Styles to Text



View the Outline

With PowerPoint, you can click in the **Text Box** and add text directly to the slides, or you can use the **Outline** to get your thoughts together.

1. Try it: View the Outline

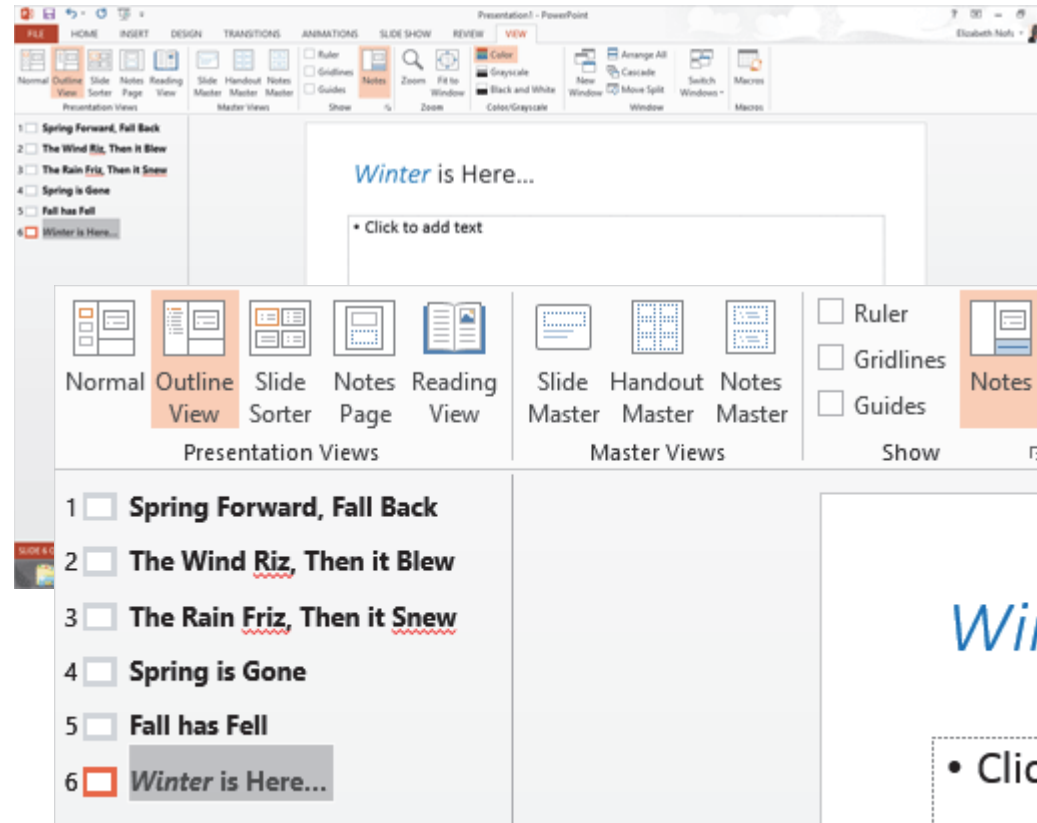
Go to **View->Presentation Views**.
Click on **Outline View**.

What Do You See? You should see the Outline on the left side of PowerPoint.

The Outline lists all 6 slides in this presentation. You can navigate from one slide to another by clicking on the little slide icon.

Keep going, please...

View ->Presentation Views->Outline View



1

Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.5 Configure and Present Slideshows: Navigate Within Slideshows



Organizing Text

There is something interesting built into the **Outline**. You can organize the slideshow by rearranging the slides. **Drag and drop editing**: it works like moving a picture.

2. Try it: Edit the Outline

Go to Slide 6: Winter is Here..

Click and hold your mouse.

Look for a four-headed **arrow** when you hover over the little slide icon.

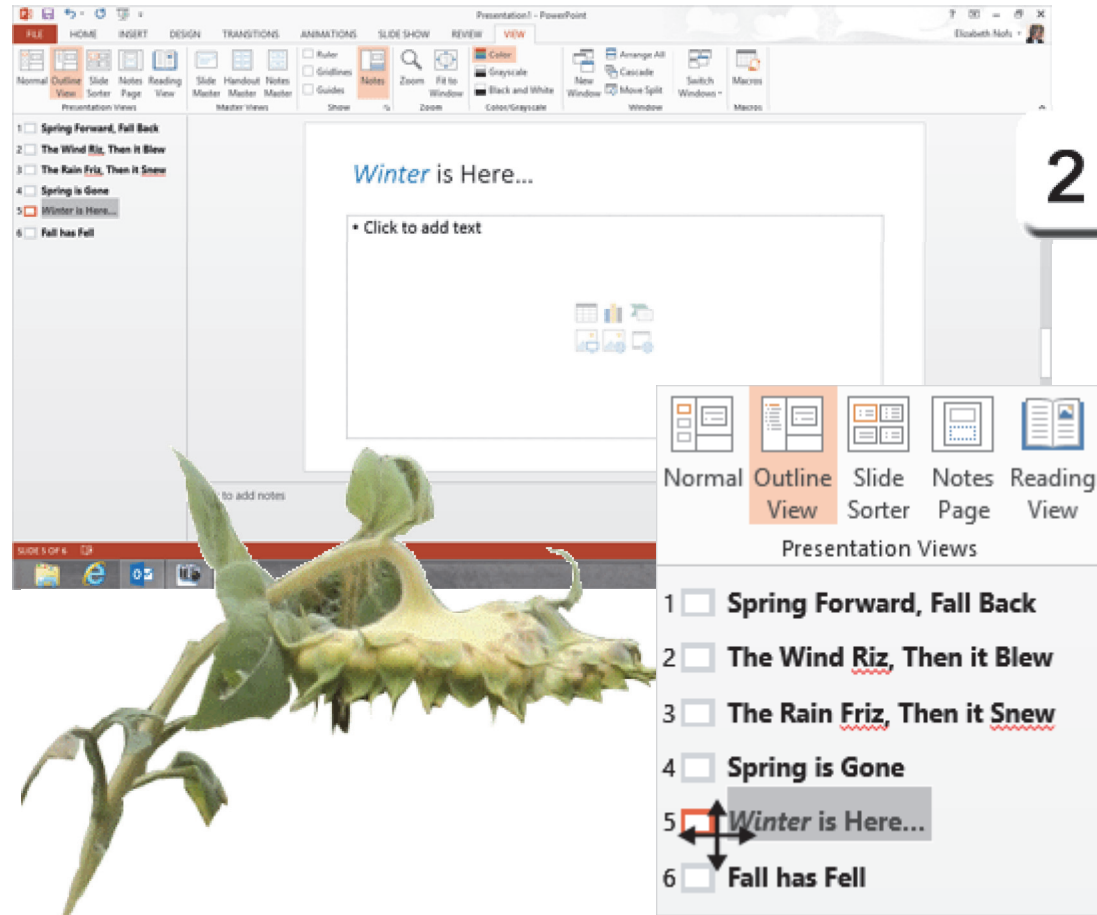
As you drag and drop the slide, you should see a horizontal line that lets you know the current position.

Go ahead and scramble the outline.

Then, drag it back to the correct order when you are done practicing.

Keep going...

Memo to Self: The arrows in this screen capture have been exaggerated so that you can see them. Your mouse will prolly have a much smaller symbol.



Exam 77-422: Microsoft PowerPoint 2013
2.0 Insert and Format Shapes and Slides
2.3 Order and Group Shapes and Slides 2.3.2 Modify Slide Order



Working with the Outline

The following pages will focus on the Paragraph Group: Bullets and Numbers, Text alignment and Line Spacing. Please use the Outline View to add a new slide.

3. Before You Begin: Add a new slide

Go to the **Outline** view.

Select Slide 6.

Place your cursor at the end of Slide 6.

Hit the **Enter** key on your keyboard

You should see a new, blank slide.

Type: And it is Colder Than Usual!

What Do You See? The text shows up in the outline as well as the Title on the slide.

Keep going, please...

Memo to Self: An Outline is a useful function in both PowerPoint and Word.

3

Normal Outline Slide Notes Reading View Sorter Page View Presentation Views

Normal Outline View Slide Sorter Notes Page View Reading View Presentation Views

- 1 Spring Forward, Fall Back
- 2 The Wind Riz, Then it Blew
- 3 The Rain Friz, Then it Snew
- 4 Spring is Gone
- 5 Fall has Fell
- 6 Winter is Here...
- 7 And it is Colder Than Usual!

Exam 77-422: Microsoft PowerPoint 2013
1.0 Create and Manage Presentations
1.5 Configure and Present Slideshows: Navigate Within Slideshows (Use the Outline)



Create Bulleted Lists

A bulleted list organizes the main topics. This is a list. There should be very few words on the screen. Each slide should present a small handful of key concepts that support the speaker's presentation.

1. Try it: Create Bulleted Lists

Slide 7 is still selected.

Click in the bottom Text Box.

Type: January.

Click **Enter** on the keyboard.

Type: February.

Click **Enter** on the keyboard.

Type: March.

Click **Enter** on the keyboard.

What Do You See? Each time you click **Enter** you should see a new bulleted item in the Slide as well as in the Outline.

Keep going...

The screenshot shows the Microsoft PowerPoint 2013 interface. The title bar reads 'Spring Forward, Fall Back - PowerPoint'. The ribbon is set to 'VIEW'. The main slide area displays the text 'And it is Colder Than Usual!' followed by a bulleted list:

- January
- February
- March

 The left-hand 'Outline' pane shows a list of slide titles:

- 1 Spring Forward, Fall Back
- 2 The Wind Riz, Then it Blew
- 3 The Rain Friz, Then it Snew
- 4 Spring is Gone
- 5 Fall has Fell
- 6 Winter is Here...
- 7 And it is Colder Than Usual!
 - January
 - February
 - March

 A 'Presentation Views' menu is open over the slide, with 'Outline View' selected. The menu options are: Normal, Outline View, Slide Sorter, Notes Page, and Reading View. A large white box with the number '1' is overlaid on the top right of the slide area.

Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.1 Insert and Format Text : Create Bulleted and Numbered Lists



Choose the Bullets

PowerPoint automatically puts bullets in front of the text. It is one of the long-standing jokes that "bullets" is a good name because that's what happens to speakers who use too many of them! <small grin>

You can change the bullets.

2. Try it: Choose the Bullets

Select the type in the Text Box, just as you would highlight text in Word.

Go to **Home ->Paragraph.**

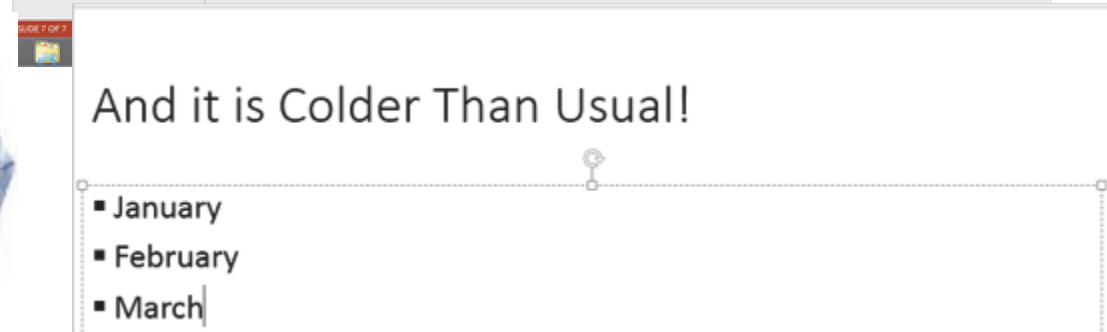
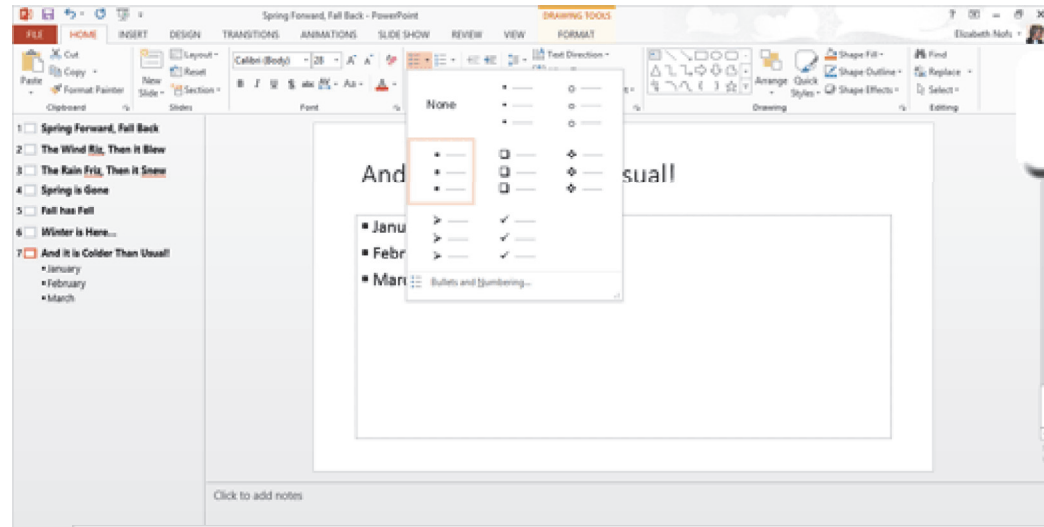
Go to **Bullets.**

Select: Filled Square Bullets.

Keep going...



Home ->Paragraph->Bullets



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.1 Insert and Format Text : Create Bulleted and Numbered Lists



Format the Bullets

In addition to the circles, squares, check marks and puppy paws, you can choose a different **Symbol** or **Picture** for your bullets.

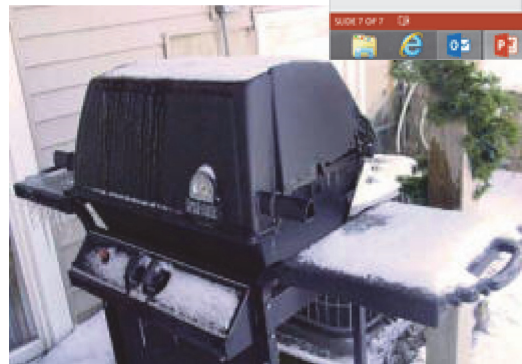
3. Try This: Format the Bullets

Go to Slide 7. Select the sample text. Go to **Home -> Paragraph->Bullets**. Click on **Bullets and Numbering**.

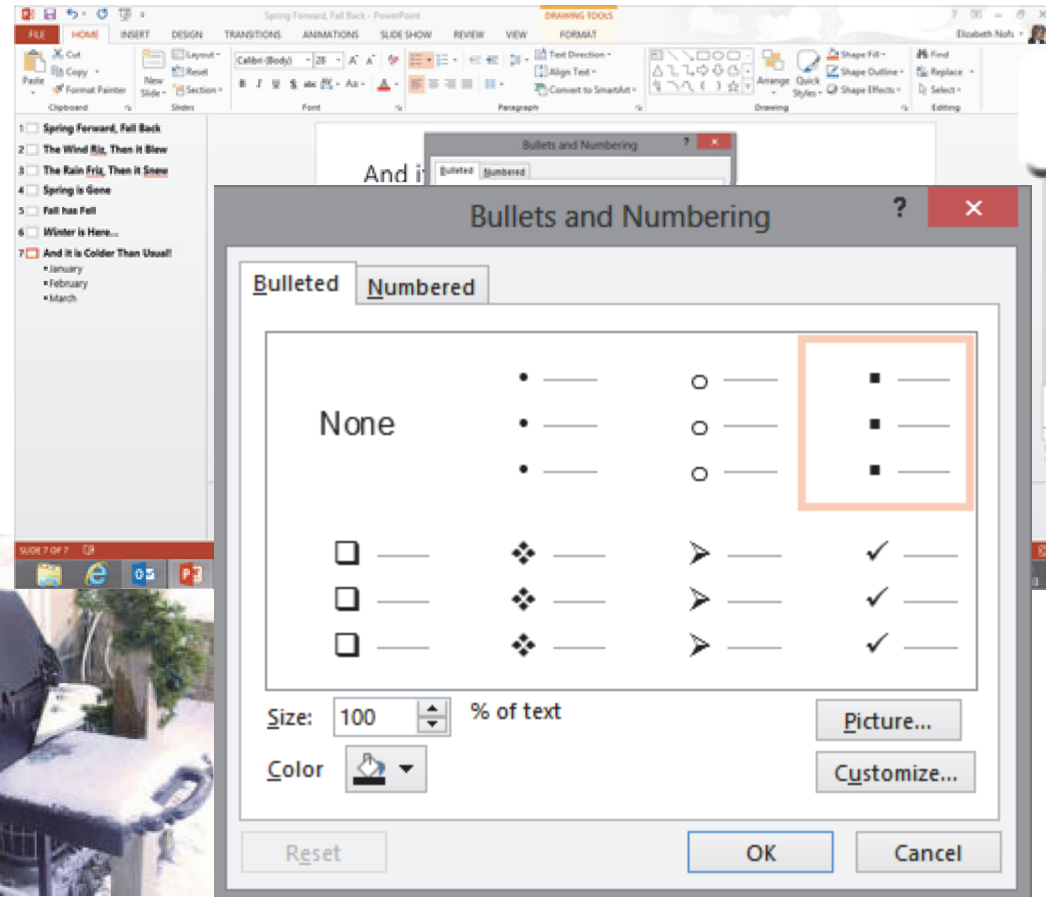
What Do You See? There are two tabs in the dialog box: Bulleted and Numbered.

What Else Do You See? You can edit the **Size** and **Color** of the Bullet or Number.

Keep going...



Home ->Paragraph->Bullets->Bullets and Numbering



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Change Bullet Formatting!)



Define the Bullet: Use a Picture

Use the **Picture** button to select your own picture. There are several sample pictures at the beginning of this lesson that you can download and Save for this example. You can use your own picture, too. Keep it simple: these are small bullet.

How Did We Get Here?

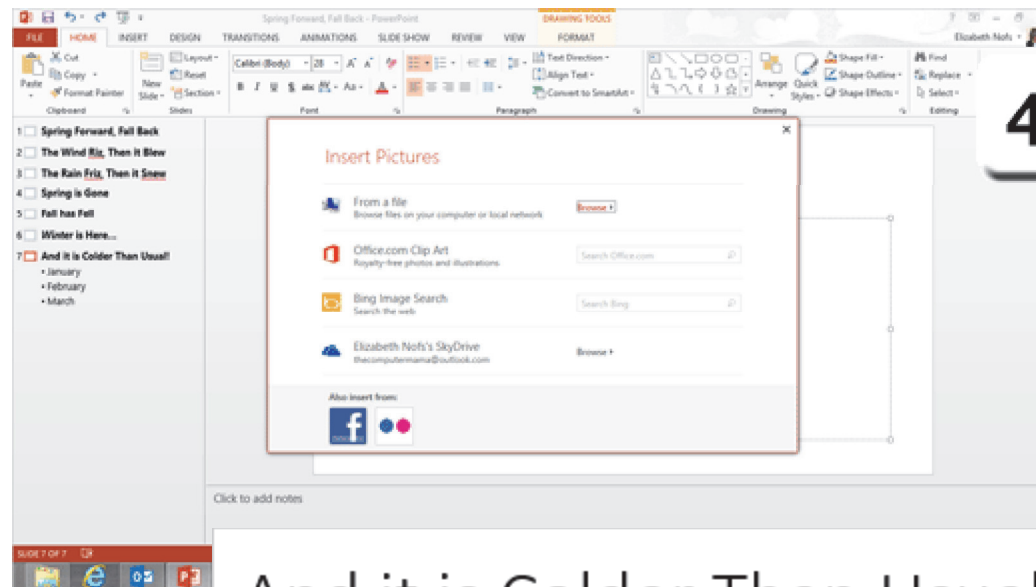
Go to Slide 7. Select the sample text.
Go to **Home -> Paragraph->Bullets**.
Go to **Bullets and Numbering**.
Click on **Picture**.

4. What Do You See? When you select **Picture**, you can select where you want to look for the picture. Go to **From a File** and select Browse. You can use one of the sample Teddy Bear pictures if you wish.

Keep going, please...



Home ->Paragraph->Bullets->Bullets and Numbering->Picture



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Change Bullet Formatting)



Take One

Define New Bullet: Use a Symbol or Wingding

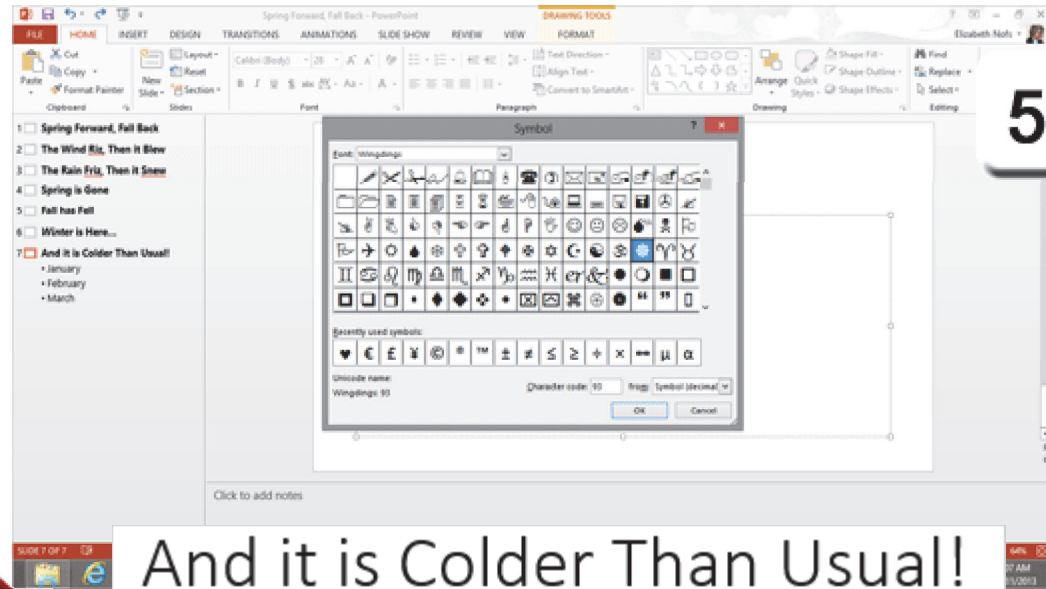
5. Try This, Too: Customize the Bullet
The Bulleted List on Slide 7 is still selected.
Go to **Home -> Paragraph->Bullets**.
Go to **Bullets and Numbering**.
Click on **Customize**.

What Do You See? When you click on **Customize** you can review the **Fonts** and select one. Stars, bars and shapes can be found in the Symbols and Wingdings Fonts. The screen shot on this page has snowflake symbols.

OK, OK. That's a good review of bullets.



Home ->Paragraph->Bullets->Bullets and Numbering->Customize



And it is Colder Than Usual!

- ❄ January
- ❄ February
- ❄ March

Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Change Bullet Formatting)



Apply Numbers

Many people prefer numbered lists. Here are some **Numbering** options.

1. Try This: Apply a Number Format

Go to Slide 7. Select the Bulleted List. Go to **Home -> Paragraph**. Click on **Numbering**.

What Do You See? When you click on **Numbering**, you can review the options in the **Numbering Library**.

Please choose the first number format from the Library.

Keep going...

What Else Do You See? If you want to **remove** the Bullets or Numbers, you can select **None** from the Library.

Home ->Paragraph->Numbering

The screenshot shows the Microsoft PowerPoint 2013 interface. The 'Home' tab is active, and the 'Paragraph' group is expanded to show the 'Numbering' options. The 'Numbering Library' is open, displaying various list styles. The first style, 'None', is highlighted with an orange box. The slide content is visible in the background, showing the text 'And it is Colder Than Usual!' and a numbered list: '1. January', '2. February', '3. March'.

1

None

1. — 1) —

2. — 2) —

3. — 3) —

I. — A. — a) —

II. — B. — b) —

III. — C. — c) —

And it is Colder Than Usual!

1. January

2. February

3. March

Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text : Create Bulleted and Numbered Lists (Apply Numbering)



Working with Numbers

Different slides in your presentation may need to **Continue** the numbers from a previous list or **Start** the numbers at one, again.

Here are the steps.

2. Try This: Change the Numbering

Go to Slide 7. Select the numbered list.

Go to **Home ->Paragraph->Numbering**.

Go to **Bullets and Numbering->Numbered**.

Go to **Start At** and type:9.

Click **OK** and review the results.

The numbered list should start at 9.

Try This, Too: Restart the Numbering at 1

Select the numbered list.

Go to **Home ->Paragraph->Numbering**.

Go to **Bullets and Numbering->Numbered**.

Go to **Start at** and type:1.

Click **OK** and review the results, please.

The numbered list should start at 1, again.

Keep going...

Home ->Paragraph->Numbering>Bullets and Numbering->Numbered

The screenshot shows the Microsoft PowerPoint 2013 interface. The 'Bullets and Numbering' dialog box is open, with the 'Numbered' tab selected. The 'Start at' field is set to 9. The dialog box contains a grid of numbering options: None, 9., 10., 11., 9), 10), 11), IX., X., XI., I., i), j), k), j), j), k), ix., x., xi., and K. The 'Size' is set to 100% of text, and the 'Color' is set to black. The 'Start at' field is set to 9. The 'Reset', 'OK', and 'Cancel' buttons are visible at the bottom of the dialog box. A large number '2' is overlaid on the top right of the dialog box. A teddy bear wearing a red Santa hat is visible in the background.

Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text : Apply Bulleted and Numbered Lists (Format Numbering)



Increase and Decrease

These lists can be formatted with the **Increase** and **Decrease** buttons in the **Paragraph** Group that we looked at before. Technically, this is **promoting** or **demoting** the **List Level**.

Before You Begin: Add to the List

Go to the **Outline**. Select Slide 7.
Place your cursor after the word "March."
Click ENTER on the keyboard. There will be a new bullet.

3. Try This: Change the List Level

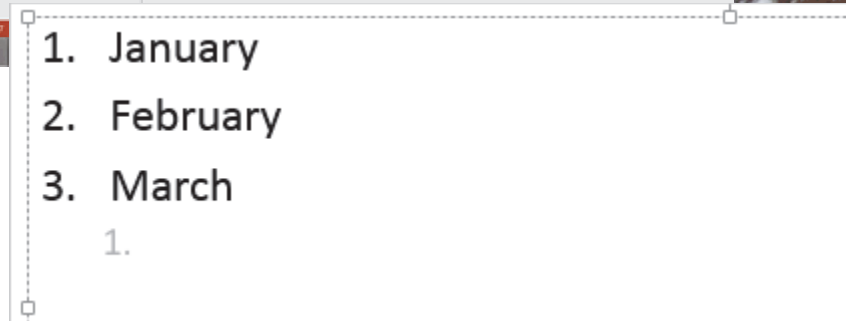
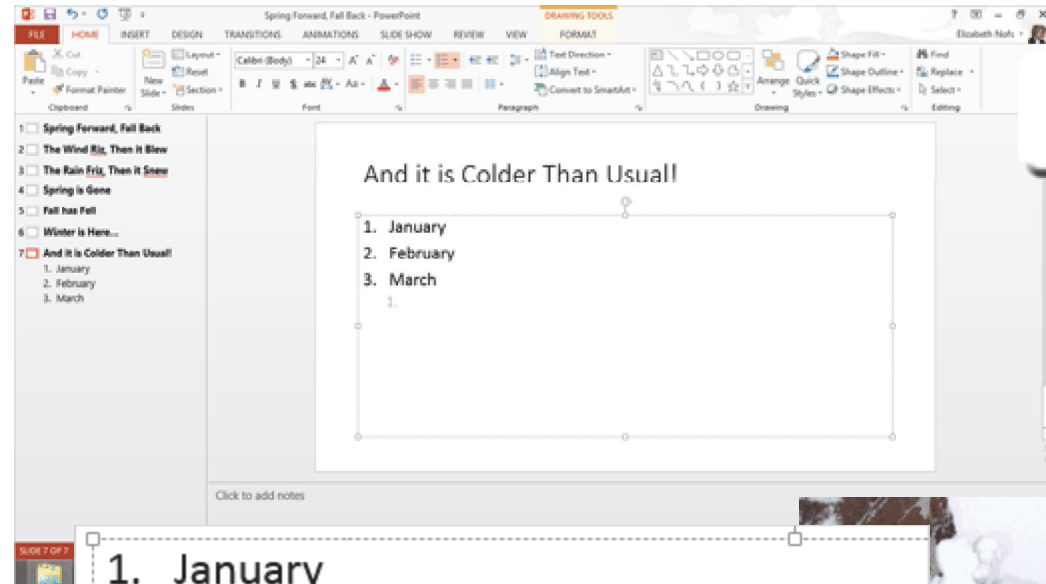
Go to **Home ->Paragraph**.
Click on **Increase List Level**.



What Do You See? When you **Increase the List Level** the text will be indented.

Keep going...

Home ->Paragraph->Decrease List Level



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Multilevel List Formats)



Multilevel List Formats

Now this slide has a **Multilevel List**. A Multilevel list organizes your key points into topics and subtopics. Please add two more to the list.

4. Try It: Add to the List

Place your cursor after: Comes in Like a Lion.

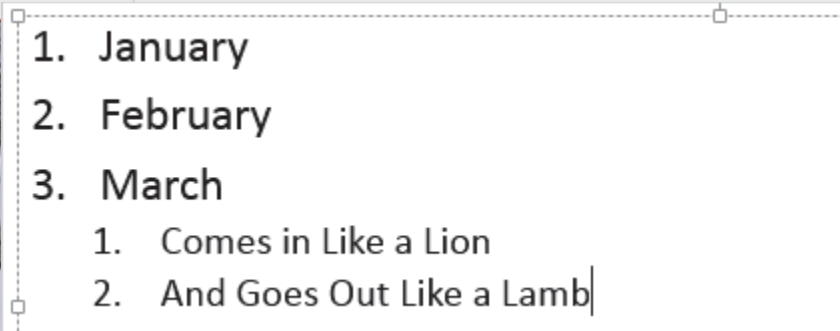
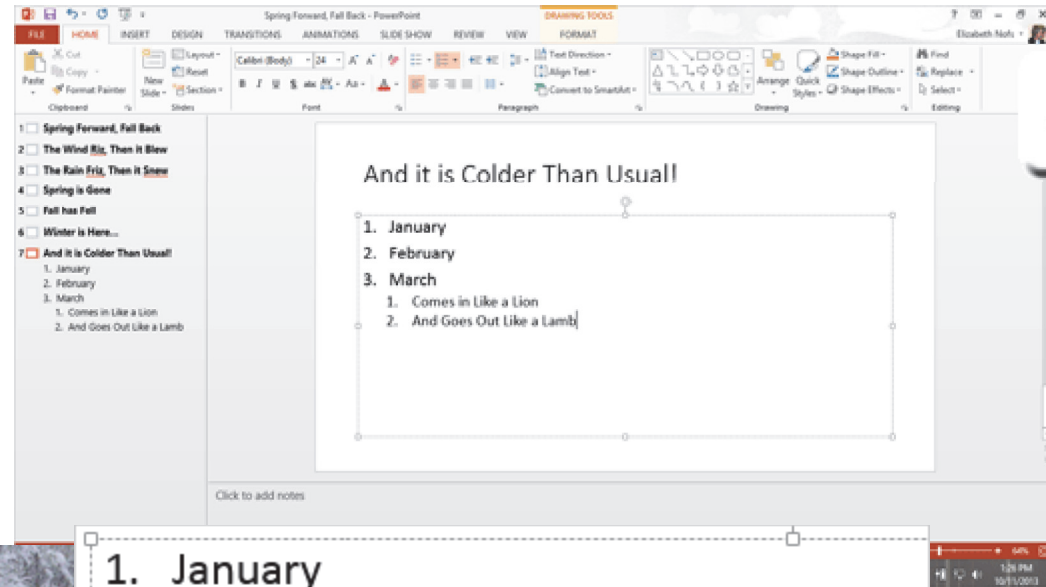
Click **Enter** to add a new item.

Type: And Goes Out Like a Lamb.

What Do You See? The new type is now indented under March on Slide 7.

Keep going...

Home ->Paragraph-> Decrease List



Exam 77-422: Microsoft PowerPoint 2013
 3.0 Create Slide Content
 3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Multilevel List Formats)



More Number Options

Say you wanted the indented items to be formatted differently than the numbered style. Let's look at the options.

5. Try it: Format the Multilevel List

Select the last two items, only.

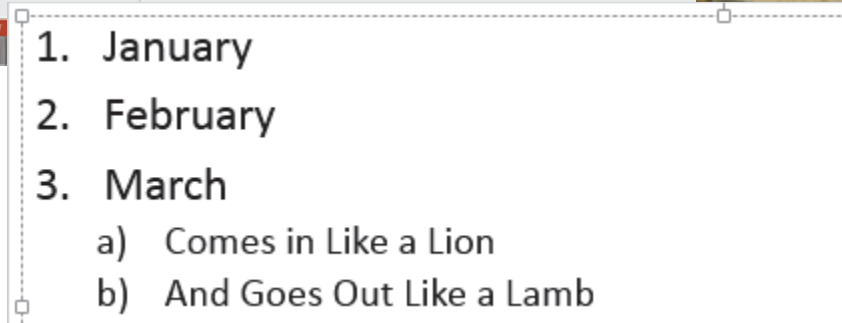
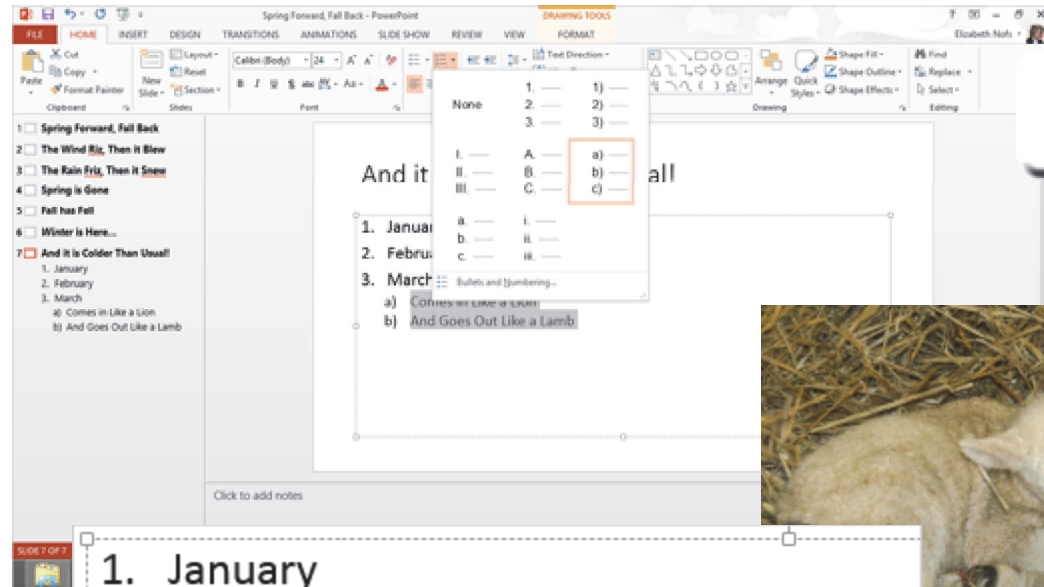
Go to **Home ->Paragraph->Numbering**.

Select: a), b), c)

What Do You See? The indented text is formatted with letters. If you add another item it will be numbered with c).

OK, that's enough about numbers.

Home ->Paragraph->Numbering



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Multilevel List Formats)



Format the Line Spacing

The amount of space between two lines of type is called **leading**. Think back to the days when type was set in wooden presses. Thin blocks of lead were placed between the letters so that the "Descenders" (the parts of the letter that go below the line) do not touch the "Ascenders" (the top parts of the letter.)

Microsoft PowerPoint uses **Line Spacing** to edit the leading between the paragraphs.

6. Try it: Format the Line Spacing

Go to Slide 7. Select the list.

Go to **Home ->Paragraph->Line Spacing**.

What Do You See? The Live Preview lets you see the difference between 1.0 and 3.0.

Keep going...

Home ->Paragraph->Line Spacing

6

And it is Cold

1. January
2. February
3. March

a) ... Comes in Like a Lion

it is Cold

Line Spacing Options...

1. January

2. February

Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Format Line Spacing)



More Line Spacing Options

The 1.0, 2.0 and 3.0 leading are the default **Line Spacing**. You can edit the **Indents** and **Spacing** if you wish.

7. Try it: Format the Line Spacing Options

Go to Slide 7 and select the numbered list.
Go to **Home ->Paragraph->Line Spacing**.
Click on **Line Spacing Options**.



Try This, Too: Edit the Indents and Spacing
Alignment: Left

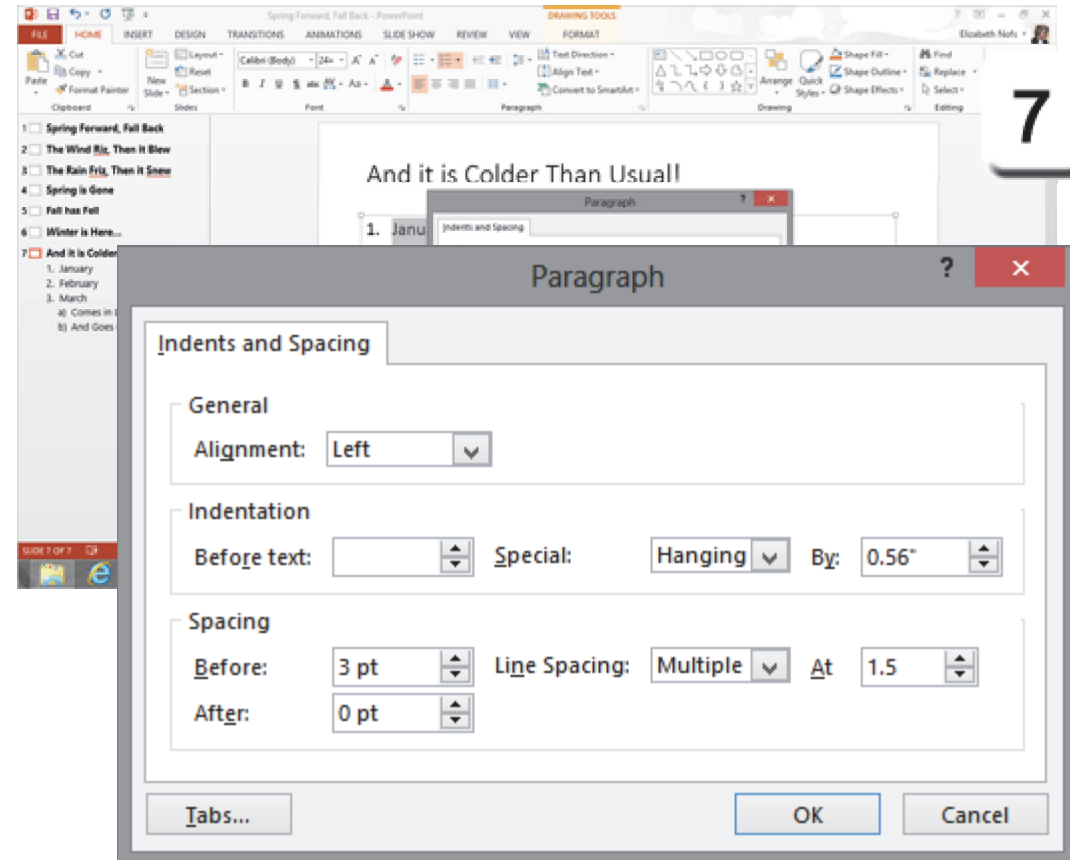
In Indentation, edit the following:

Before Text: (This is blank because our list has different formatting for the two List Levels.
Special: Hanging **By:** 0.56

In Spacing, edit the following:

Before: 3 pt
After: 0 pt
Line Spacing: Multiple **At:** 1.5
Click **OK** and keep going...

Home ->Paragraph->Line Spacing->Line Spacing Options



Exam 77-422: Microsoft PowerPoint 2013
3.0 Create Slide Content
3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Format Line Spacing)



Positioning the Text

There are two different alignment options that edit the position of the text. First, the Paragraph **Alignment** formats the text: left, right, center and justified.

Before You Begin: Add Sample Text

Go to Slide 6. Add the following:

Let it snow!

Let it snow!

Let it snow!

1. Try it: Format the List Level

Select each phrase and edit the List Level:

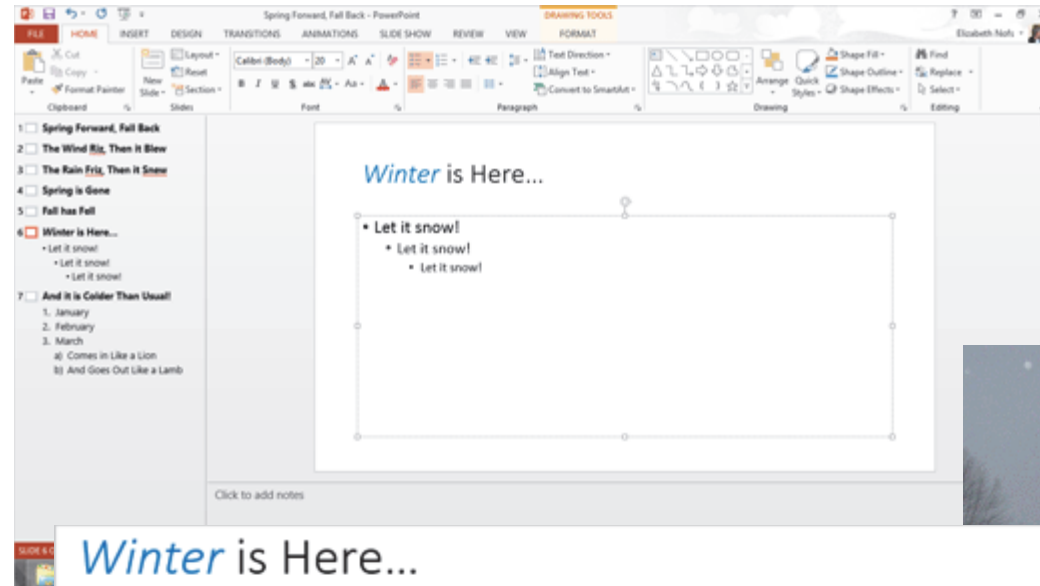
Go to **Home ->Paragraph**.

Click on **Increase List Level**.

What Do You See? Each time you increase the **List Level** the text is indented more. The text is also a smaller point size. The bullet is different as well.

Keep going...

Home ->Paragraph->Increase List Level



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Change List Level)



Take One

Paragraph Alignment

2. Try it: Format the Alignment

Select the first item: Let it Snow!

Go to **Home ->Paragraph**.

Select **Center**.



What Do You See? The text, as well as the bullet formatting, should be centered in the Text Box.

What Else Do You See? This formatting is applied only to the text that you select.

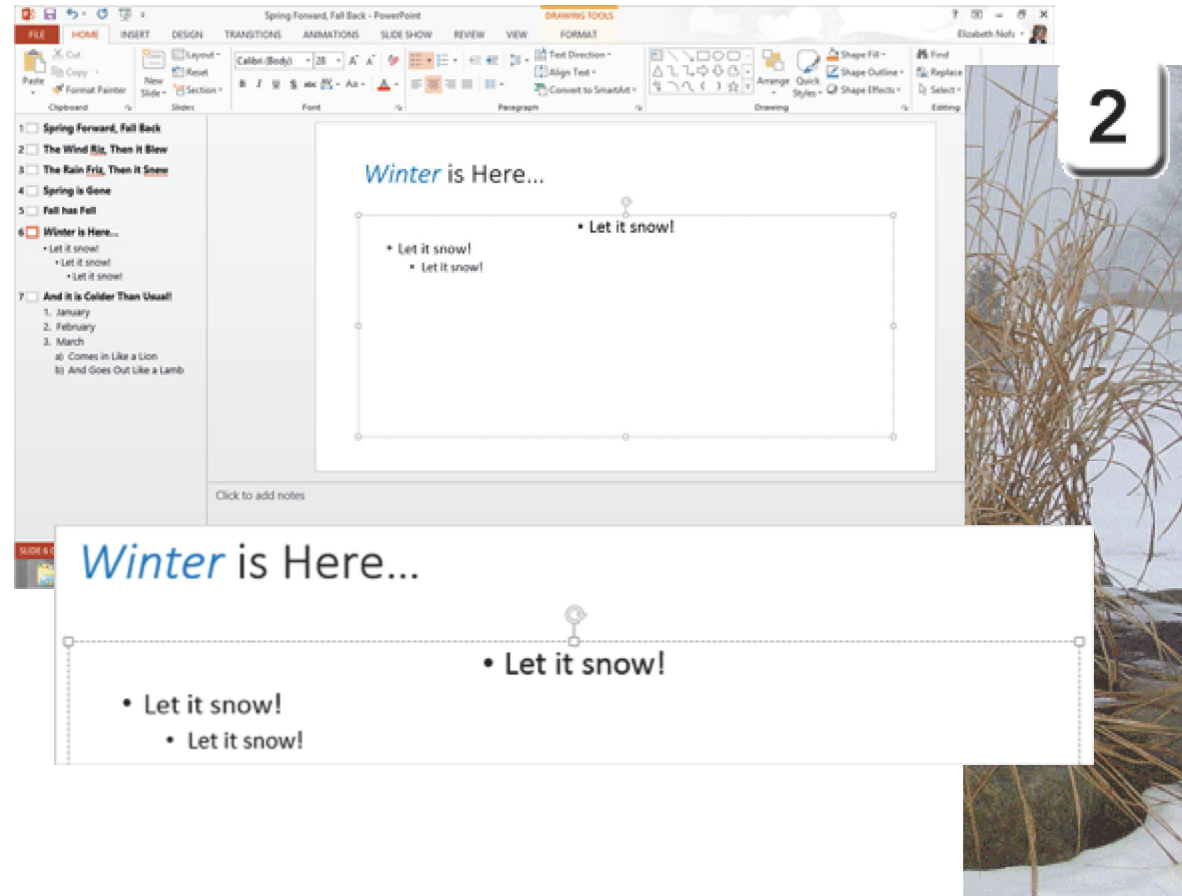
Try This, Too: Format the Other Text

Select the other two paragraphs.

Go to **Home ->Paragraph->Center**.

OK, OK...there's more.

Home ->Paragraph->Center



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Change Alignment)



Text Alignment

The second **Alignment** option positions all of the text within the Text Box: Top, Middle Bottom. Here are the steps.

3. Try it: Align the Text

Go to Slide 6.

Select the text: Let it snow!

Go to **Home ->Paragraph->Align Text**.

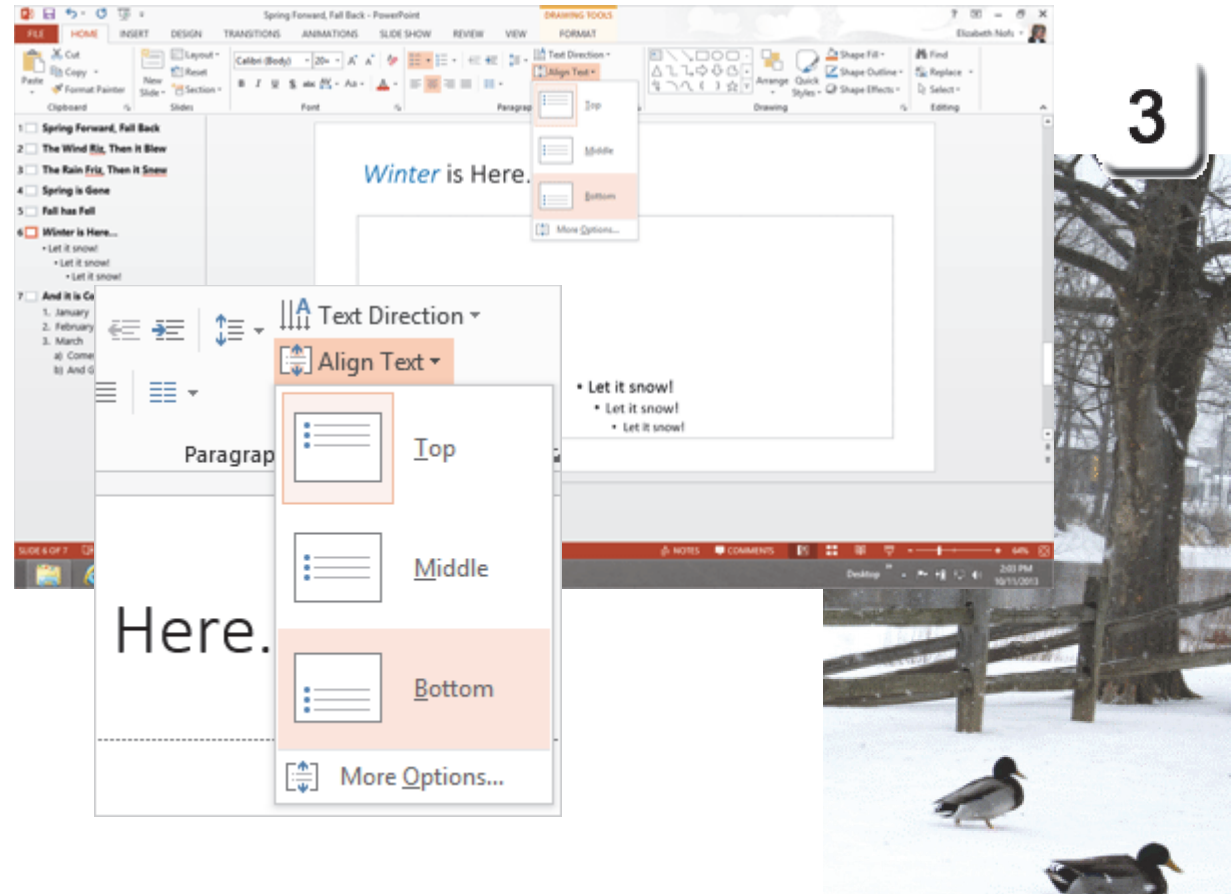
Click on **Bottom**.

What Do You See? All of the paragraphs should be placed in the bottom of the Text Box.

The paragraphs cannot be formatted independently: one on top and another in the middle. This formatting applies to all of the text within the Text Box.

Keep going...there's one more to go!

Home ->Paragraph->Align Text->Bottom



Exam 77-422: Microsoft PowerPoint 2013
 3.0 Create Slide Content
 3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Change Alignment)



Text Direction

This last option is fun: **Text Direction**.

4. Try it: Edit the Text Direction

Go to Slide 3.

Add the text: Rain, Rain, Go Away

Go to **Home ->Paragraph**.

Click on **Text Direction**.

What Do You See? The options are:

Horizontal

Rotate all text 90

Rotate all text 270

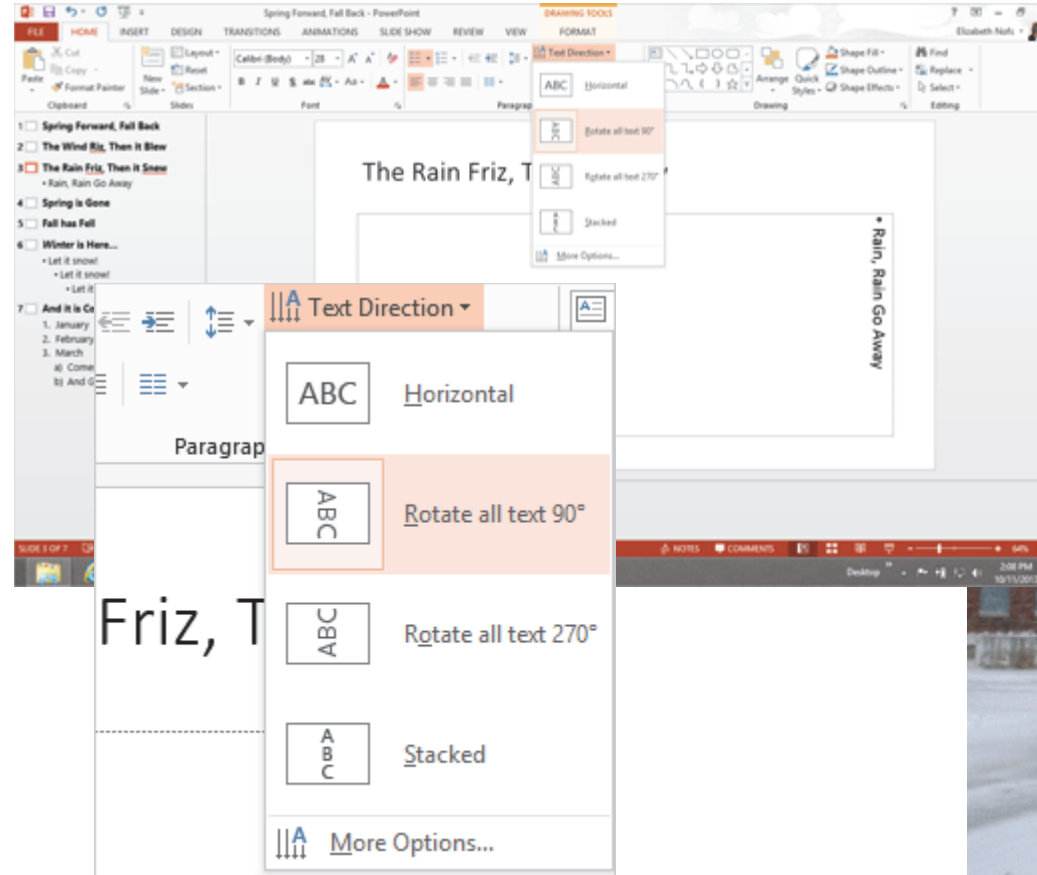
Stacked

More Options.

The Computer Mama Sez: Go ahead.

Play with the button and watch the text rotate. Way cool.

Home ->Paragraph->Text Direction



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text : Modify Bulleted and Numbered Lists (Change Text Direction)



Take One

Save Your Work

This little presentation will be used in the next lesson that looks at the **Drawing** tools that are available for formatting the **Text Box**.

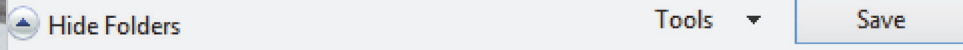
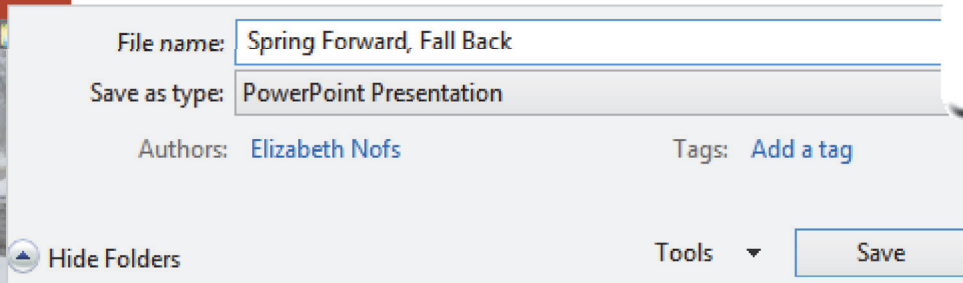
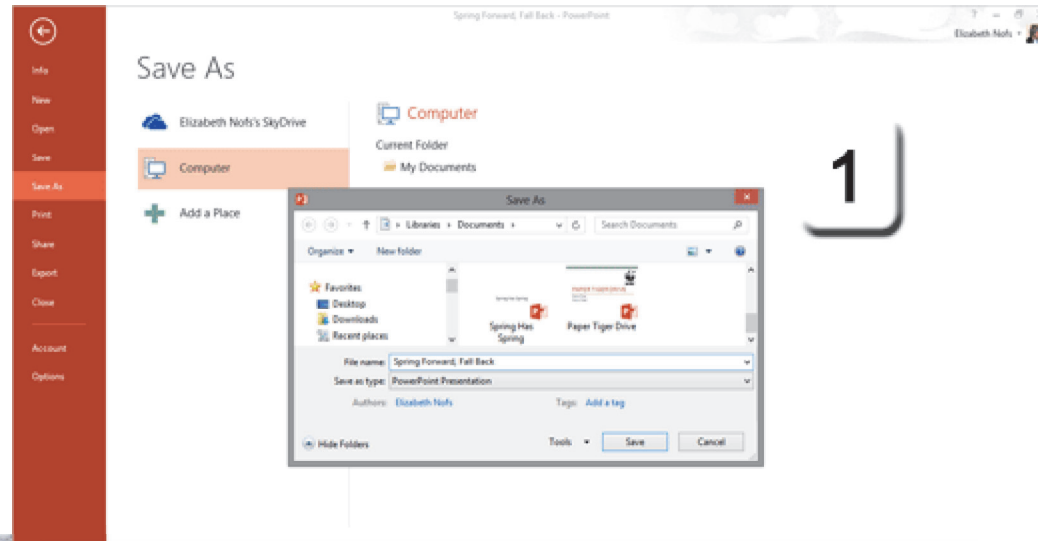
Try it: Save Your Work

1. Go to **File->Save**.
Select **Computer**.
Browse to your **Documents** folder.
2. Enter the File name:
Spring Forward, Fall Back.
3. Save As Type: **PowerPoint Presentation**.

Click **SAVE**.



File ->Save



Exam 77-422: Microsoft PowerPoint 2013
 1.0 Create and Manage Presentations
 1.4 Configure Presentations to Print Or Save



P is for Paragraph

This lesson walked through the options in the **Paragraph** Group:
 Bullets and Numbering
 Lists and editing the List Level
 Line Spacing
 Alignment (Left, Right, Center)
 Align (Top, Middle, Bottom)

OK, that's enough for now.

You done good.
 You get the cookie.



Home ->Paragraph

The screenshot displays the Microsoft PowerPoint 2013 interface. The **Home** ribbon is active, and the **Paragraph** group is expanded. The ribbon options include:

- Bullets and Numbering:** Bullets, Numbering, Decrease Indent, Increase Indent, Decrease List Level, Increase List Level, Bullets and Numbering (dropdown).
- Line and Paragraph Spacing:** Line and Paragraph Spacing (dropdown), Line and Paragraph Spacing (dropdown).
- Text Alignment:** Left, Center, Right, Justify, Align Text (dropdown).
- Convert to SmartArt:** Convert to SmartArt (dropdown).

 The slide content shows a list:

1. January
2. February
3. March
 - a) Comes in Like a Lion
 - b) And Goes Out Like a Lamb

 A zoomed-in view of the Paragraph group at the bottom shows:

- Font:** Calibri (Body), 28, Bold (B), Italic (I), Underline (U), Strikethrough (S), ABC, Font Color (A), Background Color (A).
- Paragraph:** Bullets and Numbering, Line and Paragraph Spacing, Text Direction, Align Text, Convert to SmartArt.



Practice Activities



Lesson 3: P is for Paragraph

Try This: Do the following steps

1. Open a new blank presentation.
2. On the Title Slide add the Title: Your New Computer.
3. Add a new slide and add the title text: Windows.
4. In the content text box on Slide 2, add the following list of items.
 - a. XP
 - b. Vista
 - c. 7
 - d. 8
5. Format the bullets on Slide 2 to be a shape of your choice.
6. Add a new slide. Add the title: Software.
7. Align the title on Slide 3 to be set as Alignment Right
8. Add the following items to the content box on Slide 3:
 - i. Microsoft Office
 - ii. Word
 - iii. Excel
 - iv. PowerPoint
9. On Slide 3, Indent Word, Excel and PowerPoint 1 list level lower.
10. On Slide 3, Format the Line Spacing to 1.5.
11. Add a new slide. Add the title: Hardware
12. On Slide 4, add the following list:
 - i. Monitor
 - ii. Keyboard
 - iii. Mouse
13. On Slide 4, Remove the bullet points.
14. On Slide 4, Change the Text Direction to stacked.
15. On Slide 4 make the Font Size of the list smaller by 2 sizes using the Decrease Font Size command.
16. Using the outline view, move the Hardware slide to be Slide 2.
17. Save this file as Beginning PowerPoint Practice Activity 2.





Test Yourself

1. The Paragraph group is located on which Ribbon?

- a. Font
- b. Insert
- c. Format
- d. Home

Tip: Beginning PowerPoint, page 64

2. When does the Mini Toolbar appear?

- a. When text is selected or highlighted
- b. Go to File--> Options--> View Mini Toolbar
- c. Go to View--> Mini Toolbar

Tip: Beginning PowerPoint, page 59

3. Which are Presentation Views?

(Give all correct answers.)

- a. Outline View
- b. Slide Sorter
- c. Transition

Tip: Beginning PowerPoint, page 60

4. Which of the following are true?

(Give all correct answers)

- a. You can drag and drop slides in Outline View
- b. Text added to the outline appears on a slide
- c. Decrease List Level on a slide title makes the text appear on the previous title

Tip: Beginning PowerPoint, page 61-62

5. Increase and Decrease List Level work on which of the following?

(Give all correct answers.)

- a. Slide titles
- b. Numbered Lists
- c. Bulleted lists

Tip: Beginning PowerPoint, page 63-64

6. Which of the following are bullet options?

(Give all correct answers)

- a. Change shape
- b. Use a picture
- c. Change color
- d. Change size

Tip: Beginning PowerPoint, page 66

7. Which of the following are alignment options?

(Give all correct answers)

- a. Center
- b. Right
- c. Left
- d. Justified
- e. Top
- f. Bottom
- g. Middle

Tip: Beginning PowerPoint, page 76-77

8. Which are text direction options?

(Give all correct answers)

- a. Horizontal
- b. Stacked
- c. Rotate all text 90 degrees
- d. Rotate all text 270 degrees
- e. Upside down

Tip: Beginning PowerPoint, page 78

9. Which commands are in the Paragraph group? (Give all correct answers)

- a. Align Text
- b. Center
- c. Line Spacing

Tip: Beginning PowerPoint, page 73, 76, 77