

Unit 2: Customizing Presentations

Geometric Shapes

Using Basic Shapes

New Skills:

- Inserting Basic Shapes
- Resizing Shapes
- Inserting a Text Box
- Deleting a Slide

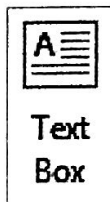
Lesson Overview:

Assume the following scenario: You are enrolled in a Geometry class and recently have been studying a unit about basic geometric shapes. For homework, your teacher has asked each student in the class to create a PowerPoint presentation that demonstrates their understanding of the shapes discussed during the unit.

In this lesson, you will learn how to insert and work with PowerPoint's basic Shapes.

Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

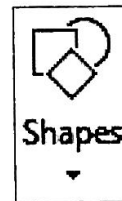


**Text
Box**

Insert a Text Box:

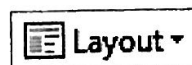
Use this icon to insert a text box anywhere on your slide.

ⓘ Note: You can use the [move arrows] to reposition a text box and the [resizing arrows] to resize a text box when necessary.



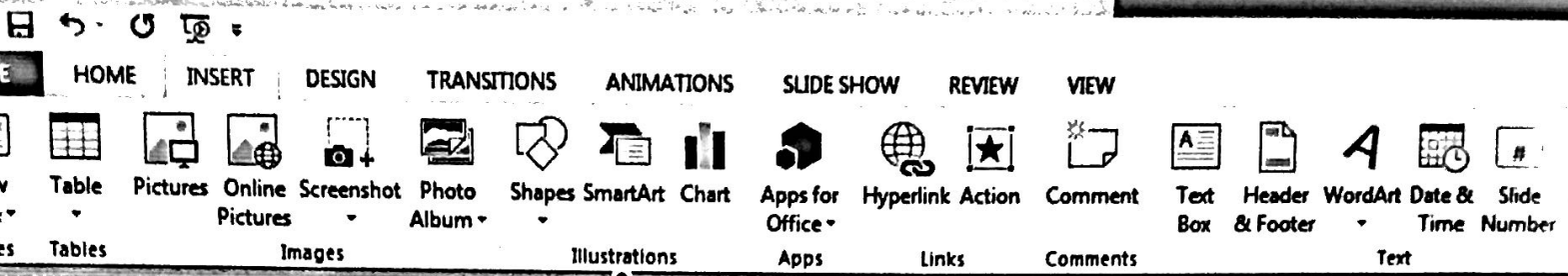
Insert Basic Shapes:

Use the drop-down menu to insert ready-made shapes such as circles, squares and arrows.



Change Slide Layout:

Use the drop-down menu to change the layout of your slide.



Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as *2.1 Geometric Shapes* in your **My PowerPoint Projects** folder.
4. Insert 5 new slides, applying the slide layouts as indicated in **Figure 1**.

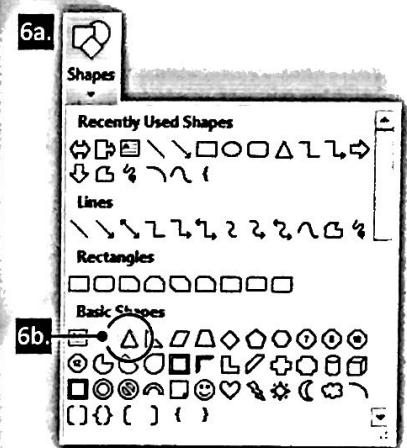
Using **Figure 1** as a guide, format each slide as indicated below. Use the default font provided with each slide.

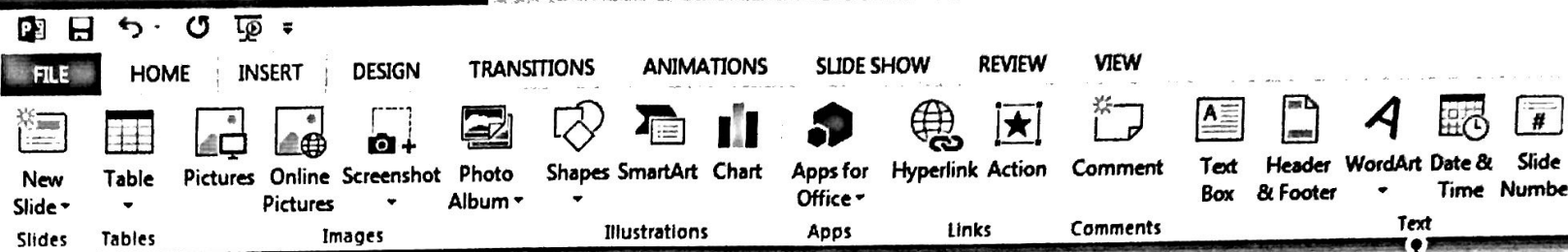
SLIDE 1:

5. Key the title and subtitle, and do the following:
 - a. Change the font size of the title to 72, and the font color to red
 - b. Change the font size of the subtitle to 60
6. From the **INSERT** tab, **Illustrations** group, do the following:
 - a. Click the **Shapes** drop-down menu
 - b. Choose the **Isosceles Triangle** under **Basic Shapes**
Hint: Hover the cursor over the Shape icons and select the desired shape.
 - c. Click your mouse anywhere on the slide to insert the shape
 - d. Move and position the triangle as shown in **Figure 1, Slide 1**
7. By using the rectangle and oval shapes, follow the same instructions as above to insert a square and a circle, then position each shape as shown in **Figure 1, Slide 1**.

SLIDE 2:

8. Key the title as shown, and do the following:
 - a. Center align the title, change the font size to 72, and the font color to red
9. Insert a rectangle.
10. Using the resizing handle in the bottom right-hand corner of the shape, click and drag the handle so that your shape is similar in size and scale as shown in **Figure 1, Slide 2**. Position the rectangle as shown.





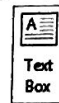
12.

11. Insert a square and resize it so that it is similar in size and scale as shown in **Figure 1, Slide 2**. Position the square as shown.

☞ *Hint: To make a square, hold the Shift key down as you click and drag the rectangle shape into the desired size and position.*

12. From the **INSERT** tab, **Text** group, do the following:

a. Click the **Text Box** icon



b. Click and drag the insert cursor into the approximate position underneath the rectangle to insert a text box

c. Key the text [Rectangle]

d. Center align the text within the text box, and change the font size to 40

e. Resize the text box so that it fits neatly underneath the rectangle as shown in **Figure 1, Slide 2**

13. Insert a text box under the square and key the text [Square].

a. Center align the text within the text box, and change the font size to 40

b. Resize the text box so that it fits neatly underneath the square as shown in **Figure 1, Slide 2**

SLIDES 3-5:

14. Key each title, and do the following:

a. Center align each title, change the font size to 72, and the font color to red

15. Following the instructions for Slide 2, insert the shapes and text boxes as shown. Use **Figure 1** as a guide for placing and labeling the shapes indicated for each slide.

SLIDE 6:

16. To delete Slide 6, select the Slide 6 thumbnail and hit the **Delete** key on your keyboard. Alternatively, you can select the Slide 6 thumbnail, right click and then choose **Delete Slide**.

17. Proofread your presentation for accuracy and format, then resave the file.

18. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

16.

6

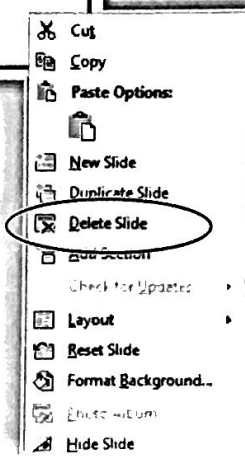
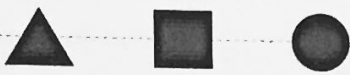



Figure 1

Geometric Shapes
Student Name



Slide 1 | Layout: Title Slide


Rectangles and Squares



Rectangle Square

Slide 2 | Layout: Title Only


Ovals (Ellipse) and Circles



Oval or Ellipse Circle

Slide 3 | Layout: Title Only

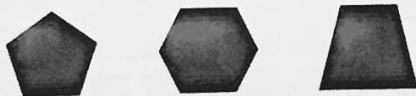
Triangles



Isosceles Triangle Right Triangle

Slide 4 | Layout: Title Only

Other Basic Shapes



Line Pentagon Hexagon Trapezoid

Slide 5 | Layout: Title Only

Blank slide content

Slide 6 | Layout: Blank

Unit 2: Customizing Presentations

Geometric Shapes 2

Formatting Basic Shapes

Lesson Overview:

In the previous lesson, you worked with some of PowerPoint's basic Shapes to create a Geometric Shapes presentation. In this lesson, you will enhance that same presentation by exploring how to use PowerPoint's shape enhancement tools such as filling shapes with different colors, changing the outline of a shape, and applying special effects.

In this lesson, you will enhance an existing presentation with effects and styles.

New Skills:

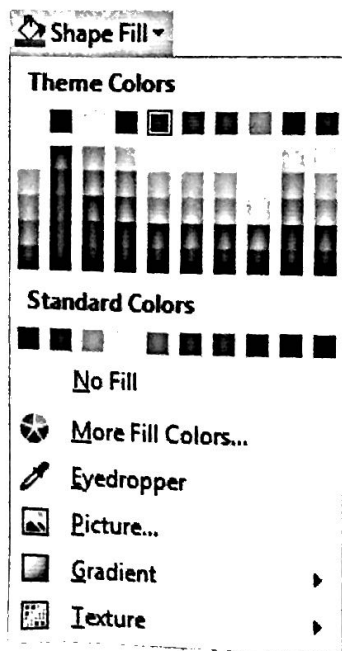
- Changing Shape Fill
- Changing Shape Outline
- Using Shape Effects
- Using Quick Styles

Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

Shape Fill:

Use the drop-down menu to select options to fill a selected shape with a solid color, gradient, picture, or texture.



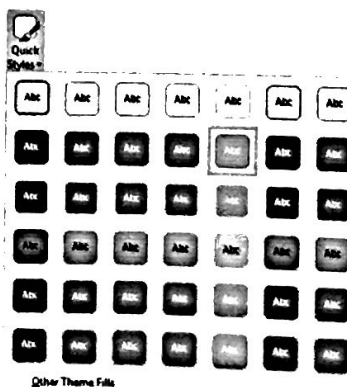
Shape Outline:

Use the drop-down menu to select the color, width, and line style for the outline of shapes.



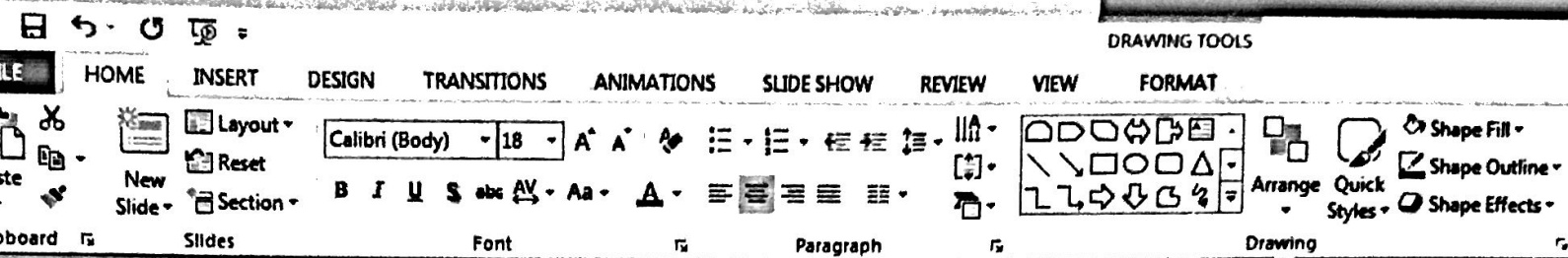
Shape Effects:

Use the drop-down menu to apply a visual effect to a selected shape, such as shadow, glow, reflection, or 3-D rotation.



Quick Styles:

Use the drop-down menu to quickly add a visual style to a selected shape or line. Hover over the Quick Styles in the gallery to preview your new look.



Instructions

1. Launch PowerPoint 2013.
2. Open your existing presentation, *2.1 Geometric Shapes* located in the **My PowerPoint Projects** folder.
3. Save the file as *2.2 Geometric Shapes 2* in your **My PowerPoint Projects** folder.

Using Figure 1 as a guide, format each slide as indicated below.

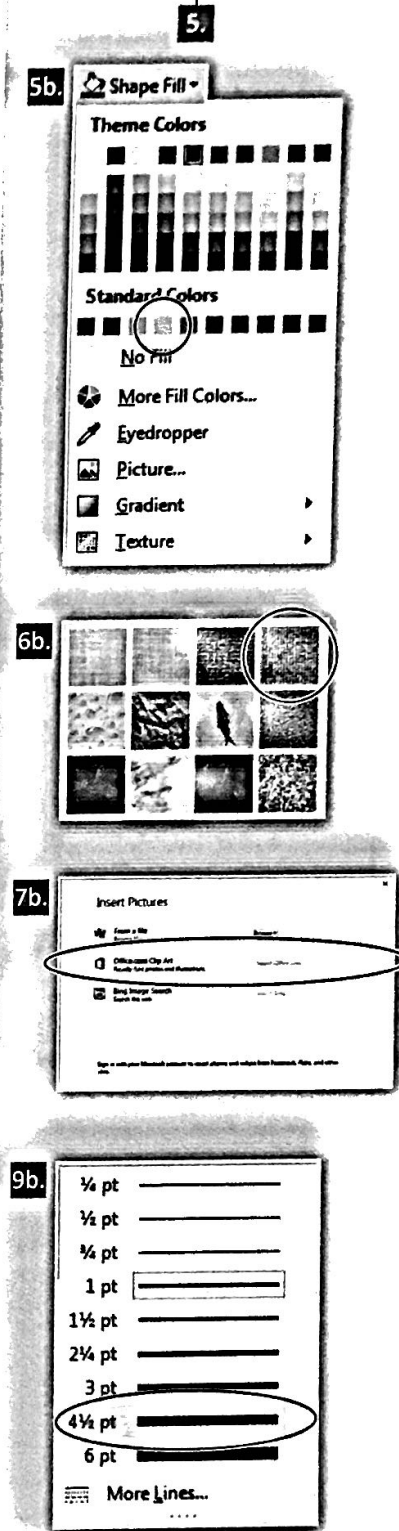
SLIDE 1:

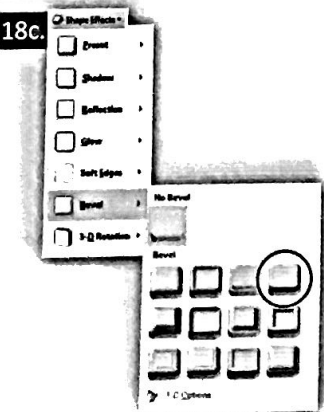
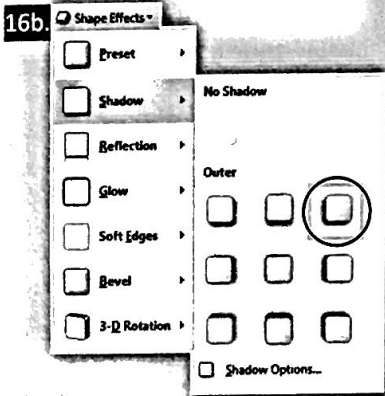
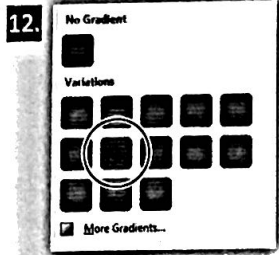
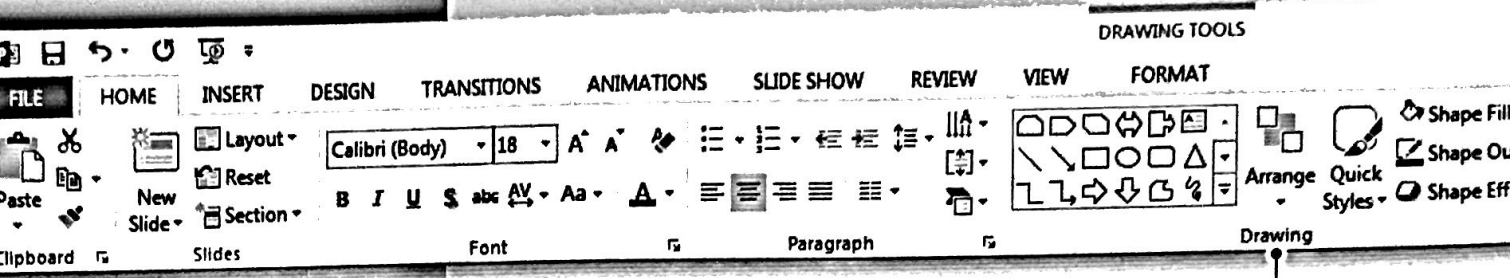
4. Select the isosceles triangle.
 5. From the **HOME** tab, **Drawing** group, do the following:
 - a. Click the **Shape Fill** drop-down menu
 - b. Change the fill color to **yellow**
6. Select the square.
 - a. Click the **Shape Fill** drop-down menu
 - b. Select **Texture**, and choose the **Woven mat** texture
7. Select the circle.
 - a. Click the **Shape Fill** drop-down menu and select **Picture**
 - b. Using the Office.com Clip Art search box, key the text [Puppy]
 - c. Select an image of a **puppy** and click **Insert**

Ⓢ *Note: Images may vary.*

SLIDE 2:

8. Select the rectangle.
9. From the **HOME** tab, **Drawing** group, do the following:
 - a. Change the **Shape Fill** color to orange
 - b. Click the **Shape Outline** drop-down menu, change the color to **purple** and the **Outline Weight** to **4 ½ pt.**
10. Apply the same formatting changes to the square that you made to the rectangle.





SLIDE 3:

11. Select the oval and do the following:
12. Change the Shape Fill color to **Gradient**, then select **From Center** from the **Variations** option.
13. Change the Shape Outline color to red and the outline weight to 6 pt.
14. Apply the same formatting changes to the circle that you made to the oval.

SLIDE 4:

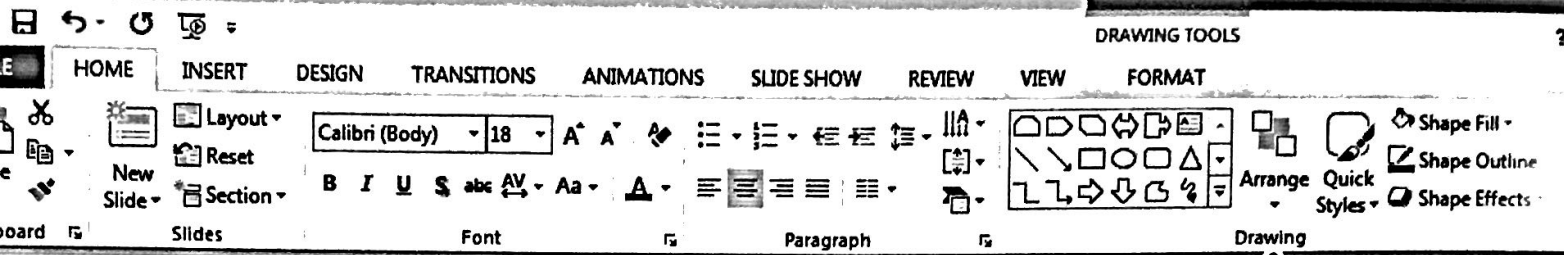
15. Select the isosceles triangle.
16. From the **HOME** tab, **Drawing** group, do the following:
 - a. Change the Shape Fill color to yellow
 - b. Click the **Shape Effects** drop-down menu, select **Shadow**, then choose the **Offset Diagonal Bottom Left** shadow option
17. Apply the same formatting changes to the right triangle that you made to the isosceles triangle.

SLIDE 5:

18. From the **HOME** tab, **Drawing** group, do the following:
 - a. Select the line and change the Shape Outline color to red and outline weight to 6 pt.
 - b. Select the pentagon and click the **Quick Styles** drop-down menu, then choose **Colored Fill - Gold, Accent 4**

⊙ *Hint: Hover over a selection until the description appears.*

 - c. Select the hexagon and click the **Shape Effects** drop-down menu, then choose **Bevel, Cool Slant**
 - d. Select the trapezoid and change the fill color to red and outline weight to 6 pt.
19. Using the **Title Only** layout, insert a new slide after Slide 5.



SLIDE 6:

20. Key the title, and do the following:

- a. Center align the title, change the font size to 60, and the font color to red

21. From the HOME tab, Drawing group, do the following:

- a. Click the **Shapes** drop-down menu and insert a **Smiley Face** from the **Basic Shapes** option
- b. Select the Smiley Face and change the fill color to yellow, the outline color to black, and the outline weight to 3 pt.
- c. Resize and position the Smiley Face as shown in **Figure 1, Slide 6**

Hint: Use the *Shift* key when drawing the shape.

22. Proofread your presentation for accuracy and format, then resave the file.

23. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

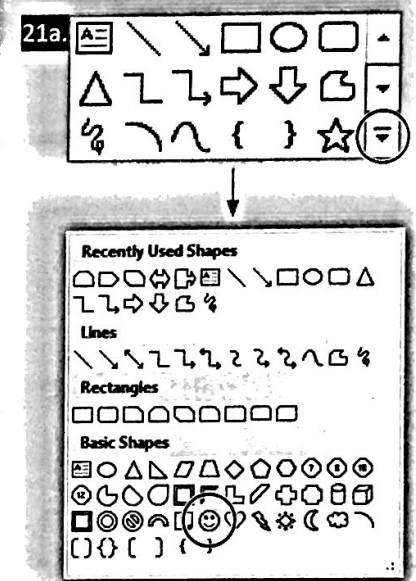
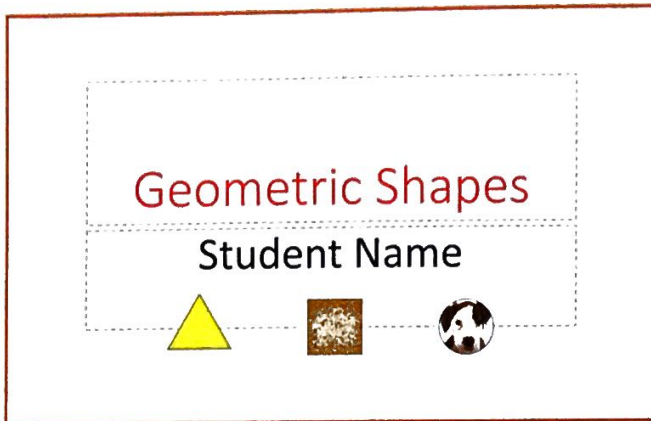
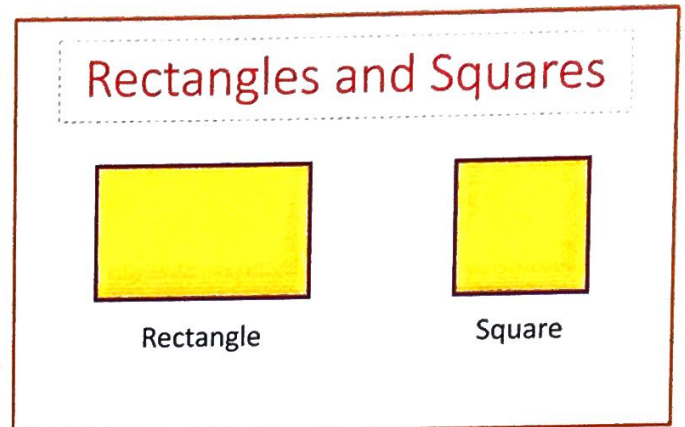


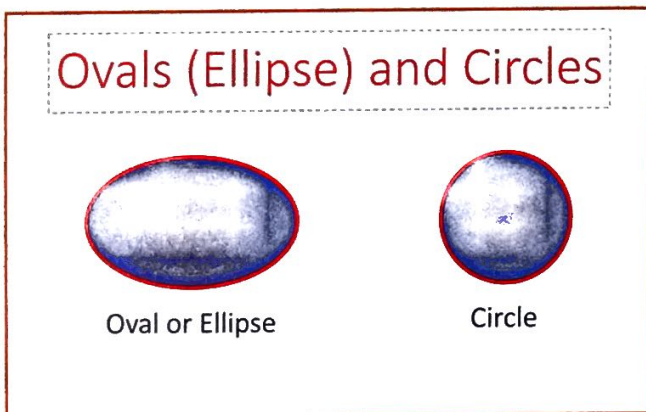
Figure 1



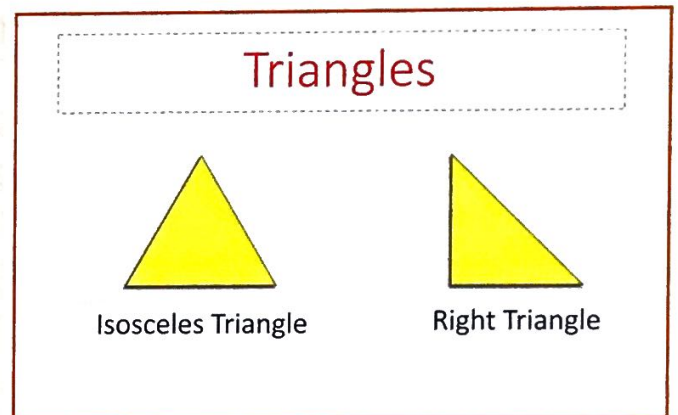
Slide 1



Slide 2



Slide 3



Slide 4



Slide 5



Slide 6