

Unit 1: Presentation Basics

Choosing a College

Formatting Paragraphs

Lesson Overview:

Assume the following scenario: Your English teacher has assigned each student in the class to give a PowerPoint presentation on the topic "Choosing a College."

In this lesson, you will be learning more about PowerPoint's formatting features, including how to format lists as numbers and bullets, changing line spacing, and aligning text.

New Skills:

- Using Numbered and Bulleted Lists
- Increasing List Levels
- Changing Line Spacing
- Aligning Text

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.

**Align Left:**

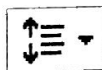
Use this icon to align your content to the left.

**Align Center:**

Use this icon to horizontally center your content.

**Align Right:**

Use this icon to align your content to the right.

**Line Spacing:**

Use this icon to control how much space appears between lines of text.

**Numbered List:**

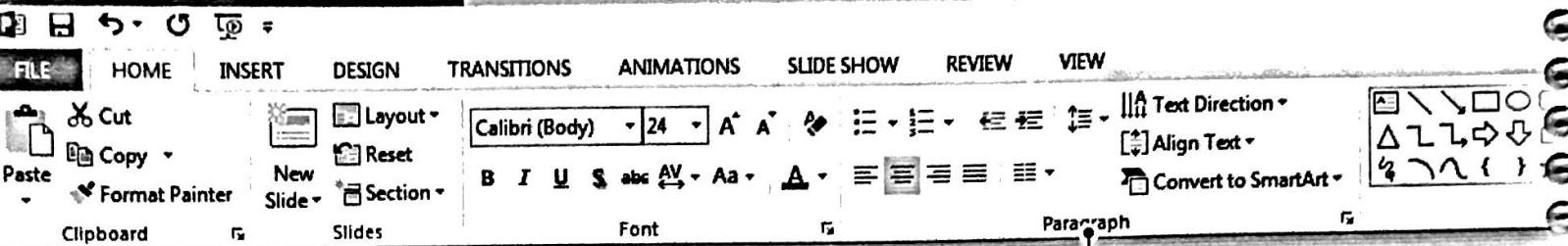
Use this icon to create a numbered list. The drop-down menu provides more formats to choose from.

**Bulleted List:**

Use this icon to create a bulleted list. The drop-down menu provides more options to choose from.

**Increase List Level:**

Use this icon to increase the indent of your text.



Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as *1.4 Choosing a College* 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.

SLIDE 1:

5. Key the title and subtitle, and do the following:
 - a. Change the font of the title to Cambria, bold, and the font size to 72
 - b. Apply text shadow to the title
 - c. Change the font size of the subtitle to 48

SLIDE 2:

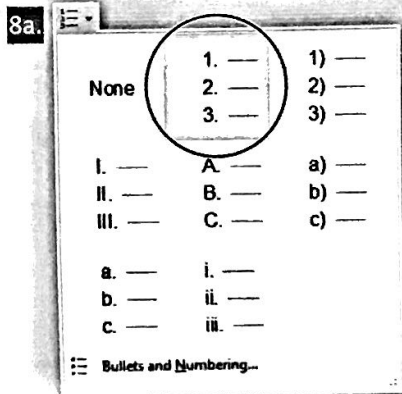
6. Key the title and text, and do the following:
 - ⊖ *Note: Key the list as bullets. Do not key the numbers shown, as you will be changing the bullets to a numbered list shortly.*
 - a. Change the font of the title to Cambria, bold, and the font size to 48
7. Change the font size of the bulleted list to 48.

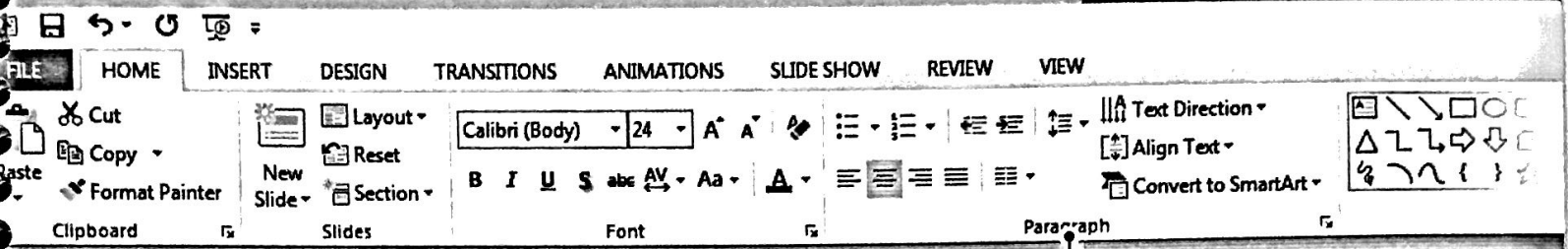
8. From the **HOME** tab, **Paragraph** group, do the following:

- a.** Select the bulleted list and click on the **Numbering** drop-down menu and choose the **numbered list** style as shown in **Figure 1, Slide 2**

SLIDE 3:


9. Key the title and text, and do the following:
 - a. Change the font of the title to Cambria, bold, and the font size to 72
 - b. Change the font size of the bulleted list to 44





SLIDE 4:

10. Key the title and text, and do the following:
 - a. Change the font of the title to Cambria, bold, and the font size to 72
 - b. Change the font size of the bulleted list to 44
11. Select the text in the third and fourth bullets, and do the following:

 From the **HOME** tab, **Paragraph** group, click the **Increase List Level** icon one time to indent the text as shown in **Figure 1, Slide 4**

SLIDE 5:

12. Key the title and text, and do the following:
 - a. Change the font of the title to Cambria; bold, and the font size to 72
 - b. Change the font size of the bulleted list to 32
 - c. For the first column heading, apply underline, change the font color to green, and the font size to 40
 - d. For the second column heading, apply underline, change the font color to red, and the font size to 40

SLIDE 6:

13. Key the title and subtitle, and do the following:
 - a. Change the font of the title to Cambria and the font size to 50
 - b. Change the font size of the subtitle to 36
- 14.** Select the title and from the **HOME** tab, **Paragraph** group, click the **Line Spacing** drop-down menu and choose the **1.5** line spacing option
15. Select the subtitle and from the **HOME** tab, **Paragraph** group, click the **Align Right** icon.
16. Proofread your presentation for accuracy and format, then resave the file.
17. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.

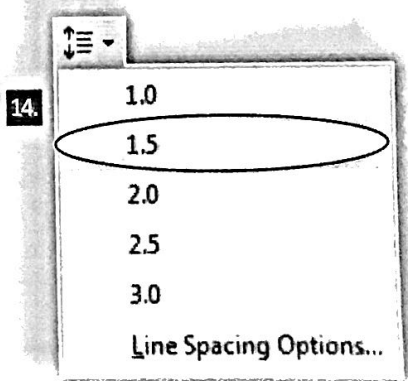


Figure 1

Choosing a College
The Decision Making Process

Slide 1 Layout: Title Slide

3-Step Decision Making Process

1. Identify Your Options
2. Gather Information
3. Make Your Decision

Slide 2 Layout: Title and Content

Identify Your Options

- What size school is right for you?
- Does the school offer your major?
- Does the school align with your strengths and weaknesses?
- How is the school's financial aid?

Slide 3 Layout: Title and Content

Gather Information

- Visit school websites
- Read reviews:
 - collegeprowler.com
 - U.S. News and World Report
- Schedule school visits
- Talk to college students you know

Slide 4 Layout: Title and Content

Make Your Decision

<p>List the PROS</p> <ul style="list-style-type: none"> • Mid-sized campus • Majors in my interest • Good location • Friendly atmosphere • Many clubs and organizations 	<p>List the CONS</p> <ul style="list-style-type: none"> • Expensive • Limited financial aid • Small dorm rooms • Limited sports • Five hour drive from home
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Slide 5 Layout: Comparison

"Learning is a treasure that will follow its owner everywhere."
- Chinese Proverb

Slide 6 Layout: Title Slide