

## Unit 1: Presentation Basics

# Combination Locks

## Working with Text Boxes

### New Skills:

- Removing Bullets
- Changing Text Direction
- Aligning Text Within a Text Box
- Resizing a Text Box

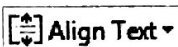
### Lesson Overview:

One of the challenges new middle and high school students face is figuring out how to use a combination lock. Assume the following scenario: You have been asked by your principal to create a presentation that will act as a tutorial for students to understand how to use their combination locks.

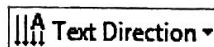
*In this lesson, you will learn more about working with text within various slide layouts, including removing bullets from a list, changing text direction, and resizing text boxes.*

### Tools & Terms You'll Use:

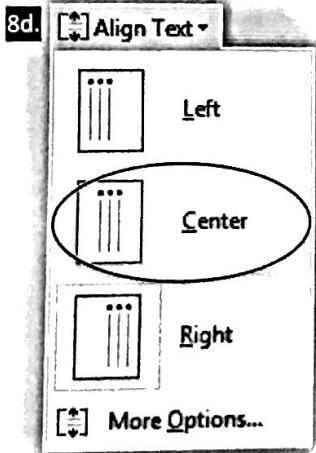
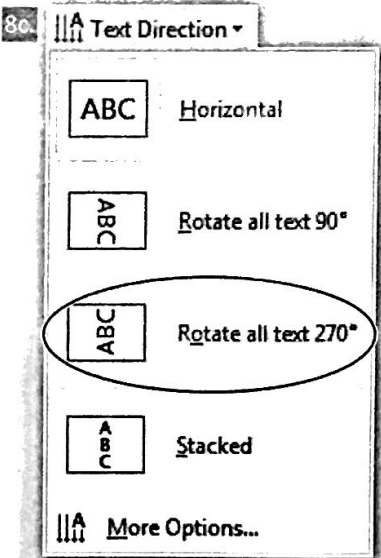
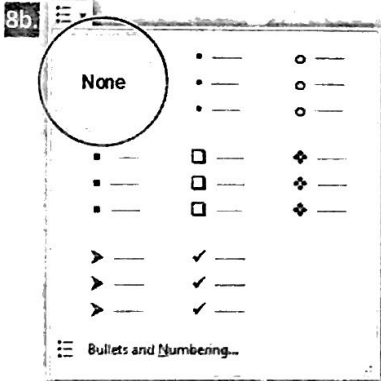
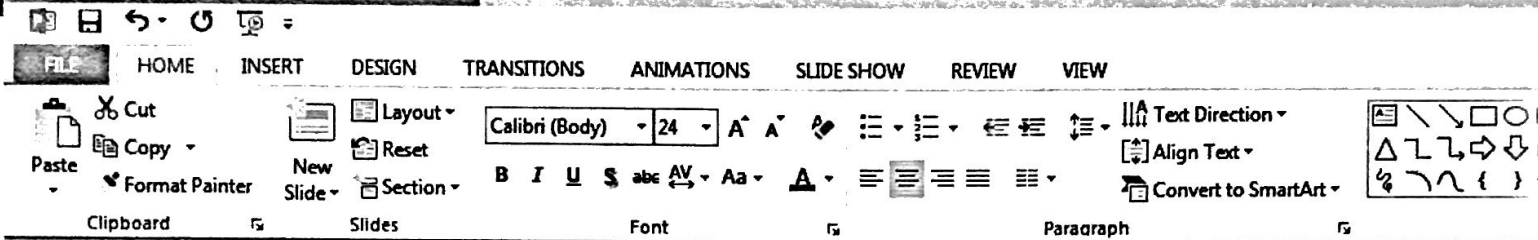
Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

**Align Text** ▾**Align Text:**

Use this icon to control how your text is vertically and horizontally aligned within a text box.

**Text Direction** ▾**Text Direction:**

Use this drop-down menu to change the direction of text to vertical, stacked, or to rotate the text to a customized direction.



## Instructions

1. Launch PowerPoint 2013.
2. From the PowerPoint Start screen, select Blank Presentation.
3. Save the file as 1.5 *Combination Locks* 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. For this lesson, use the default font provided for each slide.

### SLIDE 1:

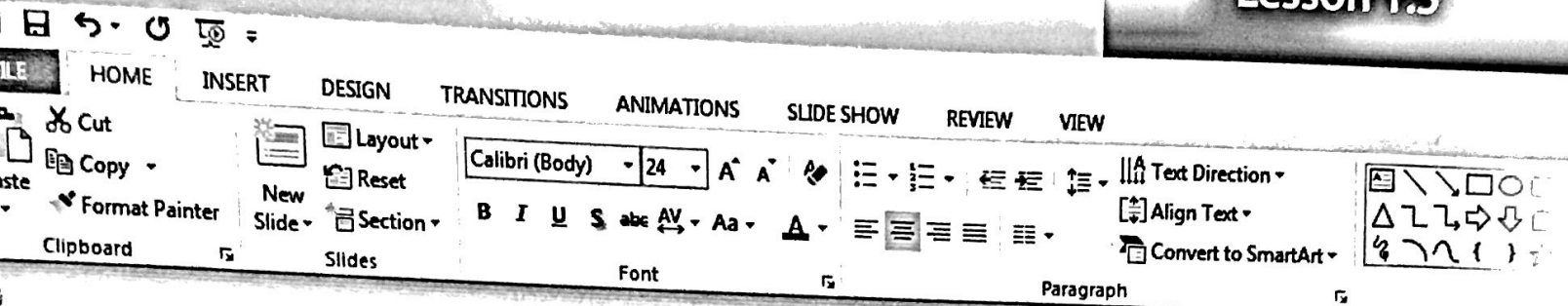
5. Key the title and subtitle, and do the following:
  - a. Change the font size of the title to 80 and the font color to blue
  - b. Change the font size of the subtitle to 54

### SLIDE 2:

6. Key the title and text, and do the following:
  - a. Change the font size of the title to 72 and the font color to blue
  - b. Change the font size of the bulleted list to 48

### SLIDE 3:

7. Key the title and text in the content placeholders as shown, and do the following:
  - a. Change the font size of the title to 72 and the font color to blue
  - b. Change the font size of the text in the left column to 72 and the font color to dark red
  - c. Change the font size of the text in the right column to 44
8. Select the text box in the left column and from the **HOME** tab, **Paragraph** group, do the following:
  - a. Click the Align Right icon
  - b. Click the **Bullets** drop-down menu and choose **None**
  - c. Click the **Text Direction** drop-down menu and choose **Rotate all text 270**
  - d. Click the **Align Text** drop-down menu and choose **Center**



9. Select the text box in the left column. Resize this text box by clicking the right-middle resize handle and drag it so that the text is positioned as shown in **Figure 2, Slide 3**.

10. Select the text box in the right column. Drag the left-middle resize handle so that the text is positioned as shown in **Figure 2, Slide 3**.

#### SLIDES 4-5:

11. Repeat instructions 7 through 10 as you format each slide.

#### SLIDE 6:

12. Key the title and text, and do the following:

- Change the font size of the title to 72 and the font color to blue
- Change the font size of the bulleted list to 44

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

14. Preview your presentation from the beginning. Your presentation should look similar to **Figure 2**.

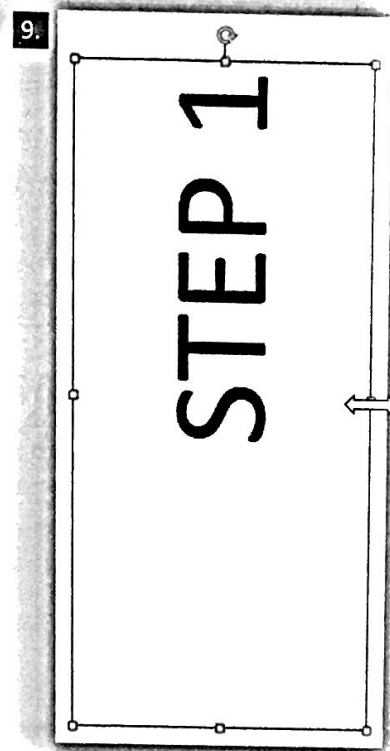


Figure 1

Using Your  
Combination Lock  
It's as Simple as 1-2-3



Slide 1 | Layout: Title Slide

Parts of Your Lock

- Combination
- Indicator
- Dial
- Shackle



Slide 2 | Layout: Title and Content

First Number

- STEP 1
- Turn the dial three times to the right
- Stop when the number lines up with the marker



Slide 3 | Layout: Two Content

Second Number

- STEP 2
- Turn the dial one full turn to the left, passing first number
- Stop when second number lines up with the marker



Slide 4 | Layout: Two Content

Third Number

- STEP 3
- Turn dial to the right and stop when third number lines up with the marker
- Pull the shackle up to open the lock



Slide 5 | Layout: Two Content

Locking Up

- Insert shackle back into the hole
- Turn dial three times in any direction




Slide 6 | Layout: Title and Content

Figure 2

## Using Your Combination Lock

It's as Simple as 1-2-3

 Slide 1

## Parts of Your Lock

- Combination
- Indicator
- Dial
- Shackle

 Slide 2

## First Number

### STEP 1

- Turn the dial three times to the right
- Stop when the number lines up with the marker

 Slide 3

## Second Number

### STEP 2

- Turn the dial one full turn to the left, passing first number
- Stop when second number lines up with the marker

 Slide 4

## Third Number

### STEP 3

- Turn dial to the right and stop when third number lines up with the marker
- Pull the shackle up to open the lock

 Slide 5

## Locking Up

- Insert shackle back into the hole
- Turn dial three times in any direction

 Slide 6

## Unit 1: Presentation Basics

# Combination Locks 2

## Editing Basics

### New Skills:

- Using Copy
- Using Paste
- Using Cut
- Using Find and Replace

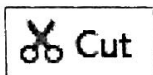
### Lesson Overview:

This lesson requires you to make changes to the combination lock presentation that you previously created. After reviewing the presentation, your principal has asked that you make a few updates. Some of the text has to be changed, particularly, the name of one of the lock parts.

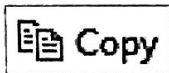
*In this lesson, you will be using PowerPoint's editing tools to copy and paste text, as well as use the Find and Replace feature to update some of the text on the slides.*

### 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.



**Cut:**  
Use this icon to remove the selected text and put it on the Clipboard so you can paste it somewhere else in the presentation.



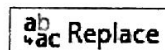
**Copy:**  
Use this icon to copy the selected text to the Clipboard so you can paste it somewhere else in the presentation.



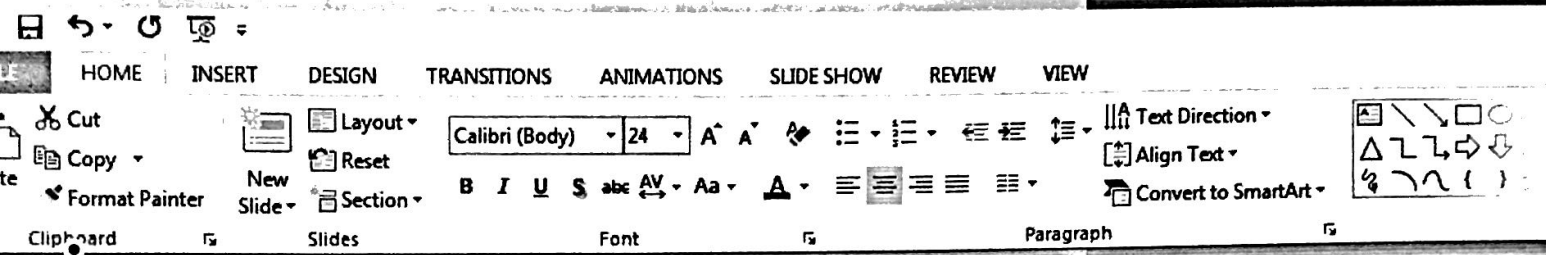
**Paste:**  
Use this icon to paste the cut or copied text to another place in the presentation. You can also select a Paste Option such as, Keep Source Formatting, Use Destination Theme, or Keep Text Only.



**Find:**  
Use this icon to find and replace text using advanced search options such as, Match case, and Find whole words only.



**Replace:**  
Use this icon to search for the text you would like to change and then replace it with something else. This is very helpful when making a change to text that appears several times throughout the presentation.



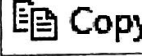

## Instructions

1. Launch PowerPoint 2013.
2. Open your existing presentation, *1.5 Combination Locks* located in your **My PowerPoint Projects** folder.
3. Save the file as *1.6 Combination Locks 2* in your **My PowerPoint Projects** folder.

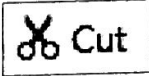
Using Figure 1 as a guide, make the following changes to the slides as indicated below.

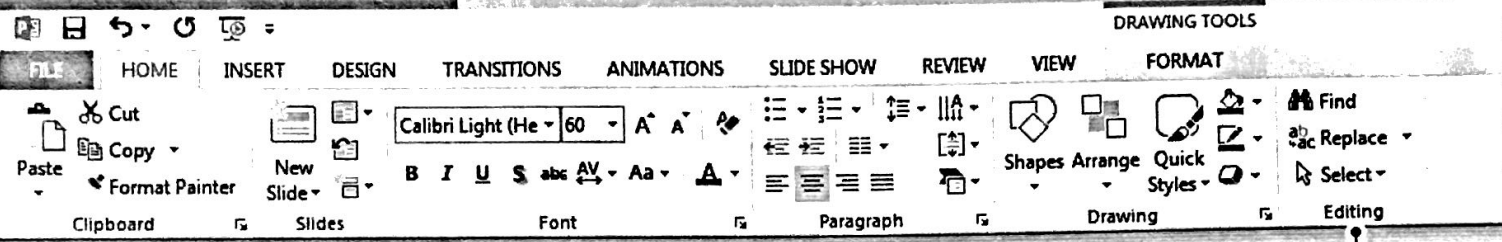
### SLIDES 1 and 6:

4 From the **HOME** tab, **Clipboard** group, do the following:

- a. Select the text [Simple] in Slide 1 and click the **Copy** icon 
- b. Go to **Slide 6** and position your cursor at the end of the text in the second bullet and hit the Enter key to add a third bullet to the list
- c. Click the **Paste** icon 
- d. Add an exclamation point [!] after the text [Simple]

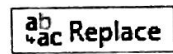
### SLIDE 5:

5. From the **HOME** tab, **Clipboard** group, do the following:
    - a. Select the text [and] in the first bullet, then click the **Cut** icon 
    - b. Position your cursor in front of [stop] and hit the Enter key
    - c. Change the word [stop] to begin with an Uppercase [S]
- Ⓢ Note: You should now have 3 bullets on this slide.

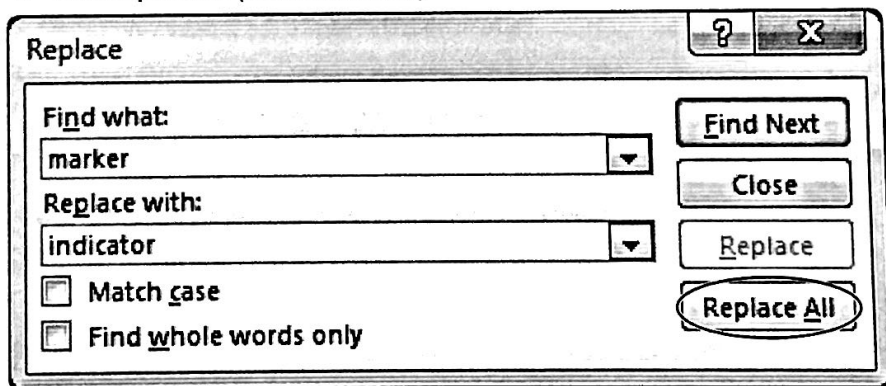


6. From the HOME tab, Editing group, do the following:

a. Use the Replace icon to find the word [marker] in the presentation and replace it with the word [indicator] (as shown below)



b. Click Replace All (as shown below)



⊕ Note: If done successfully, there are 3 replacements.

6. Proofread your presentation for accuracy and format, then resave the file.
7. Preview your presentation from the beginning. Your presentation should look similar to **Figure 1**.