

Microsoft PowerPoint 2010 Chapter 2 – Lab Test A

Building a Presentation in Outline View and Inserting and Animating Clip Art

Purpose: To demonstrate familiarity with building a presentation, inserting and formatting pictures, and inserting and formatting WordArt.

Problem: You work for FunTown Waterpark and you are tasked with building a presentation that can be given to tourist bureaus for advertising the park. The presentation will run over their kiosks.

Instructions: Perform the following tasks.

1. Create a new presentation using the Flow document theme.
2. On Slide 1, create a background by inserting the picture called Waterpark 1, which is available on the data files for this lab test. See your instructor for instructions on accessing the data files for this lab test.
3. Type FunTown Waterpark as the Slide 1 title text. Apply the WordArt style, Fill – Lime, Accent 6, Warm Matte Bevel, and increase the font size to 66 point. Change the text fill to the Water droplets texture. Also, apply the Transform text effect, Stop (in the Warp area), to this text.
4. Type the title and content for the four text slides shown in Figure PP2A–1. Apply the Two Content layout to Slides 2 and 4 and the Picture with Caption layout to Slides 3 and 5.
5. On Slide 2, insert the picture called Waterpark 2 from the Data Files for Students in the left placeholder. Apply the Reflective Perspective Right picture style. Resize the picture so that it is approximately 3.8" x 5.1", change the border color to Bright Green, Accent 5, change the border weight to 3 pt.
6. On Slide 3, insert the picture called Waterpark 3 from the Data Files for Students. Apply the Rotated White picture style and then change the border color to Turquoise, Accent 3. Do not change the border weight.
7. On Slide 4, insert the picture called Waterpark 4 from the Data Files for Students. Apply the Beveled Oval, Black picture style, change the border color to Turquoise, Accent 2, and then change the border weight to 4 1/2 pt. Resize the picture so that it is approximately 3.8" x 5.1".
8. On Slide 5, insert the picture called Waterpark 5 from the Data Files for Students. Apply the Center Rectangle Shadow picture style, change the border color to Blue, and then change the border weight to 3pt.
9. For both Slides 3 and 5, increase the title text size to 36 point and the caption text size to 24 point.
10. On Slide 2, change the title text font to Bauhaus 93, change the color to Bright Green, Accent 4. Use the Format Painter to apply these formatting changes to the Slide 5 title text. In Slide 4, insert the Heart shape located in the Basic Shapes area, apply the Subtle Effect –,

Accent 2 shape style, and change the shape outline weight to 3 pt. Type the text, Great Fun!, and then change the font to Comic Sans, or a similar font. Bold this text, change the color to Bright Green, Accent 4, and then change the size to 24 point. Position the shape below the bulleted list on the left.

11. On Slides 2, 3, 4, and 5, change the background style to the Water droplets texture (row 1, column 5) and change the transparency to 50%. Apply the Ripple transition to all slides. Change the duration to 03.25.
11. Change the document properties, as specified by your instructor. Save the presentation using the file name, Your name – Lab Test A – PP2.
12. Submit the document in the format specified by your instructor



Figure PP2A – 1a

Convenient Summer Hours

- June – August
 - 9am – 7pm, Weekdays
 - 9m – 8pm, Weekends

A photograph of a water slide structure with multiple slides in yellow and orange. The slides are set against a blue sky with light clouds. The structure is made of metal and has a wooden deck at the bottom. The photo is framed with a green border and is set against a background of water droplets.

Figure PP2A – 1b

Rides for Everyone

From toddlers to seniors!



Figure PP2A – 1c

Just Want to Swim?

- We have pools!
 - Wading
 - Kiddie
 - Adult



Figure PP2A – 1d



Figure PP2A – 1e