

## Microsoft PowerPoint 2010 Chapter 3 – Lab Test A

### Updating a Presentation

**Purpose:** To demonstrate familiarity with modifying an existing presentation by inserting audio clips, coloring pictures, and applying artistic effects.

**Problem:** FunTown Waterpark wants you to update their presentation to include sound and artistic effects.

**Instructions:** Open PowerPoint. Open PowerPoint Chapter 3 – Lab Test A Data from the Data Files (or location specified by your instructor). Perform the following tasks.

1. On Slide 1, insert the Tech Underscore music audio clip from Office.com. Change the volume to Low, play across slides, and hide the sound icon during the show. Move the title text placeholder upward to the location shown in Figure PP3A-1a.
2. On Slide 2, insert a surfer video clip from Office.com. Change the color of the clip to Turquoise, Accent color 3 Dark (Recolor area). Resize this clip so that it is approximately 2.17" x 2.17", and position the clip as shown in Figure PP3A-1b.
3. On Slide 3, insert the Mermaid video clip from Office.com and resize this clip so that it is approximately 2.7" x 2.7", as shown in Figure PP3A-1c. Move the Mermaid video clip to the lower left corner of the slide. Apply the Glow Diffused artistic effect to the picture in the right content placeholder. Insert the audio clip, Bubbles, from Office.com. Start the clip automatically, hide the sound icons during the show, and loop until stopped.
4. On Slide 4, apply the Watercolor Sponge artistic effect to the picture in the right content placeholder, as shown in Figure PP3A-1d. Insert the audio clip, Bubbles, from Office.com. Start the clip automatically, hide the sound icons during the show, and loop until stopped.
5. On Slide 5, insert the Light Applause audio clip from Office.com. Move the sound icon to the lower-left corner of the slide. Start this clip on click. Apply the Glow Edges artistic effect to the picture in the right content placeholder, as shown in Figure PP3A-1e.
6. Review the slides in Slide Sorter view to check for consistency, and then change the view to Normal.
7. Drag the scroll box to display Slide 1. Start Slide Show view and display each slide.
8. Change the document properties, as specified by your instructor. Save the presentation using the file name, PowerPoint Chapter 3 – Lab Test A.
9. Submit the revised document in the format specified by your instructor.



Figure PP2A – 1a

## Convenient Summer Hours

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



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