

**Solution Manual for Illustrated Microsoft Office 365 and  
PowerPoint 2016 Introductory 1st Edition Beskeen  
1305878175 9781305878174**

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Solution Manual

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## **Module 2**

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## Module 2: Modifying a Presentation

### Concepts Review

Screen Labeling	Matching Items	Multiple Choice
1. Merged shape	10. d	16. b
2. SmartArt graphic	11. b	17. c
3. Footer; Footer text	12. f	18. d
4. Vertical guide	13. a	19. b
5. Sizing handle	14. c	20. a
6. Horizontal guide	15. e	21. c
7. Mini Toolbar		22. a
8. Rotate handle		
9. Ruler		

## Skills Review

Data Filename: **PPT 2-2.pptx**

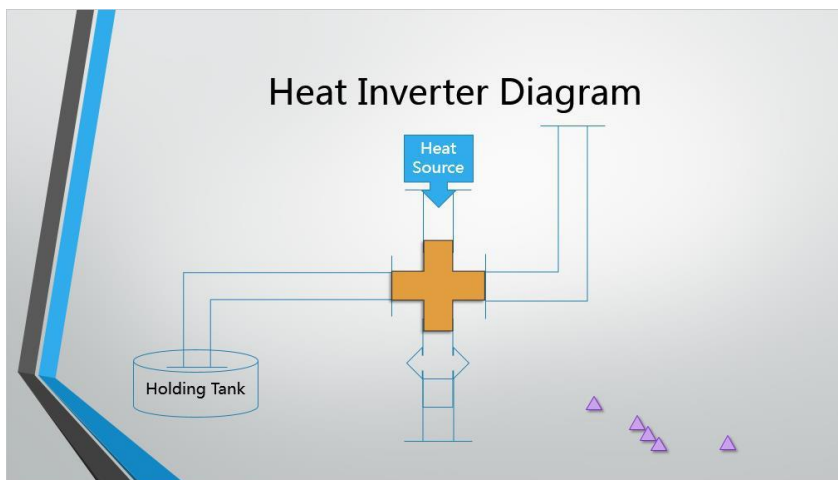
Solution Filename: **PPT 2-Inverter.pptx**

**Steps 1b – 1d:** Students begin with a data file which they are asked to modify by first creating a new slide, entering the text and then moving a slide to a new position.

**Steps 2a – 2e:** Students do some basic formatting with the Mini Toolbar

**Steps 3a – 3f:** Text on Slide 4 is converted to a SmartArt graphic. Make sure students end up using the Accent Process layout graphic with the Intense Effect style applied to the graphic.

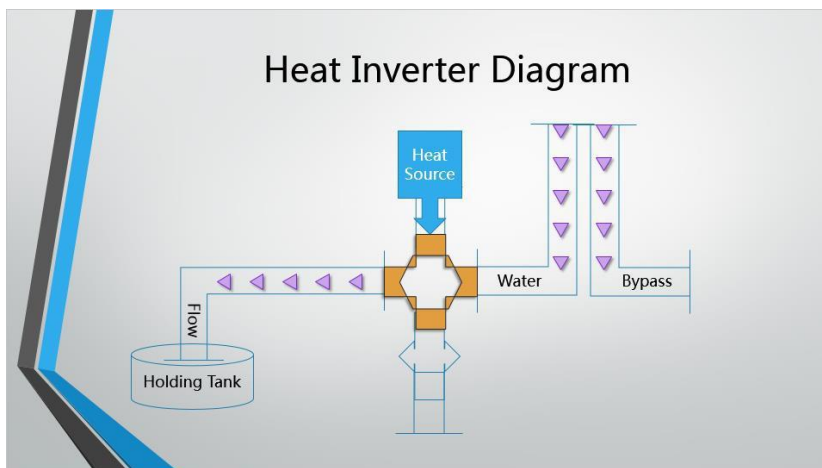
**Steps 4a – 4f:** Insert, modify, and position a plus shape on Slide 3. The slide should look similar to the following figure (Figure 2-19 in the book):



**Steps 5a – 5g:** Resize the text object on Slide 3, then insert a 1-inch hexagon shape to merge with the plus shape. Use the Send to Back command to achieve the correct look of the shape.

**Steps 6a – 6f:** Make a copy of the elbow shape on Side 3, then rotate the copied shape using the Flip Horizontal command. Type text in three shapes, then resize an arrow shape.

**Steps 7a – 7g:** Add guides to the slide, move the vertical guide left until 3.42 appears, select the five small triangles on the slide. Align and distribute the small triangles, rotate and group the triangles. Duplicate the grouped triangles twice then position as shown in the following figure (Figure 2-20 in the book):



Steps 8a – 8j: Apply footer text, except to Slide 1, to every slide in the presentation. Apply a fixed date, page number and class name to the Notes and Handouts pages.

## Independent Challenges

Because students will solve the independent challenges in different ways, it is important to stress there is not just one correct solution. The following are examples of possible solutions for the Independent Challenges in Module 2 of this book.

### Independent Challenge 1

Data Filename: **PPT 2-3.pptx**

Solution Filename: **PPT 2-Arts.pptx**

Students start out with a data file and modify it by adding specific text to the Commitment to Excellence slide. Make sure students have applied the Ion theme and have applied the Trapezoid List SmartArt graphic to the text on Slide 5 along with the Polished SmartArt Style. The figure below shows Slide 5 from the solution presentation provided.

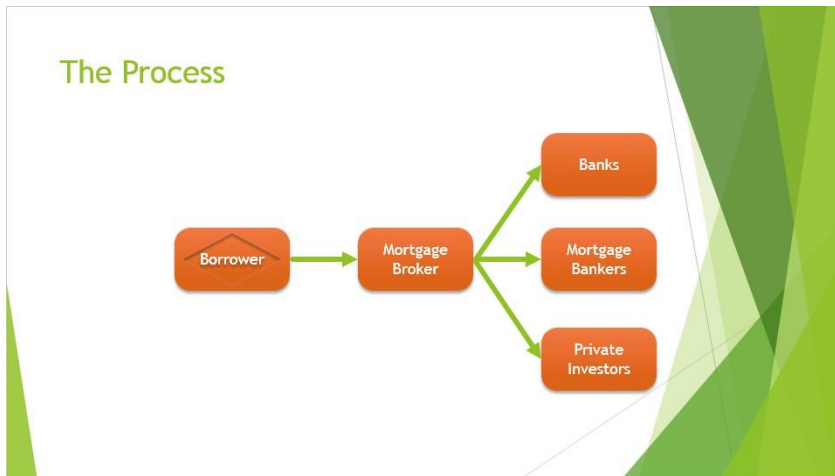


### Independent Challenge 2

Data Filename: **PPT 2-4.pptx**

Solution Filename: **PPT 2-Broker.pptx**

Students start out with a data file and modify it by aligning shapes on slide 3, as detailed in Steps c and d. Verify that students have applied the Facet theme to the presentation. Students should format the shapes on Slide 3 using the instructions in Steps e, f, and g, including merging 2 shapes together. Make sure that students have inserted footer information and have spell-checked the document. The figure below shows Slide 4 from the solution presentation provided (Figure 2-21 in the book).

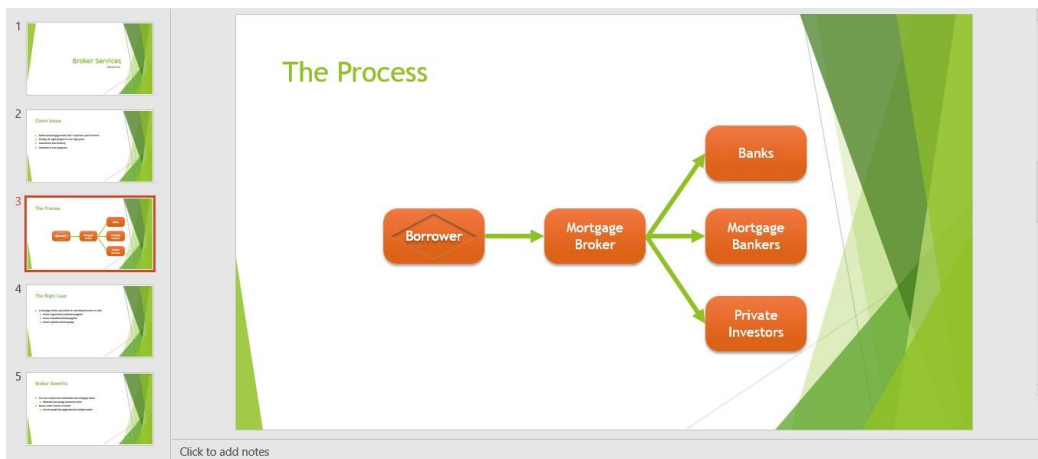


### Independent Challenge 3

Data Filename: *Create new*

Solution Filename: *PPT 2-Southern.pptx*

In this Independent Challenge, students are asked to start a new project. They are given a specific theme (Wood Type) and a specific title and subtitle, detailed in Step b. Next, students are asked to add five more slides and are given titles only. They must supply their own text based on the subject matter presented in the introduction. Verify that on at least one slide, students have converted text to a SmartArt graphic and have applied the Inset Effect SmartArt Style. Also, verify that students have created and merged 2 two shapes together. The figure below shows a slide from the solution presentation provided.



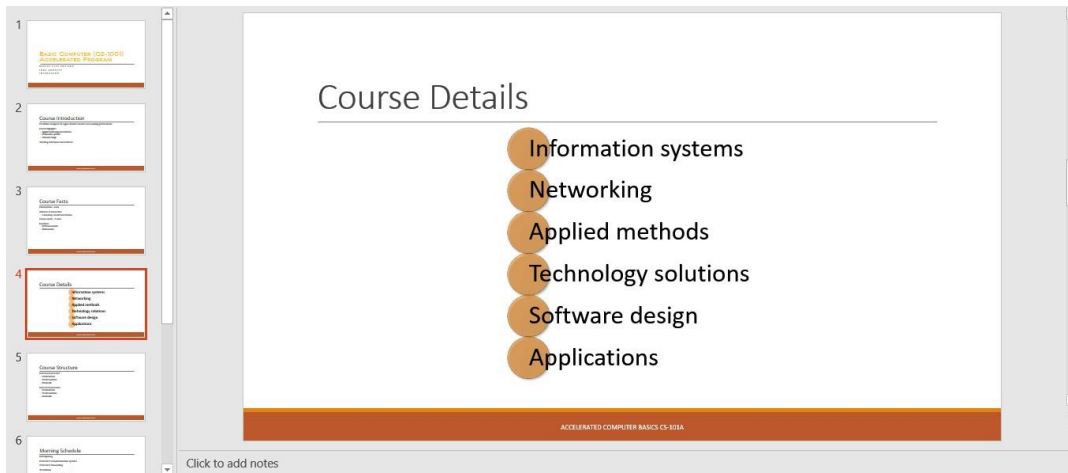
### Independent Challenge 4: Explore

Data Filename: *PPT 2-5.pptx*

Solution Filename: *PPT 2-Basset.pptx*

In this Independent Challenge, students are given a data file and asked to modify it by adding a new slide with the information outlined in Step b. Make sure students have applied the Retrospect theme and have carried out the text formatting outlined in Steps d, e, and f. Finally,

on Slide 4, students are asked to change the text to a SmartArt graphic and apply a SmartArt Style of their choice. The figure below shows a slide from the solution presentation provided.



## Visual Workshop

Data Filename: *Create new*

Solution Filename: *PPT 2-Nebraska Trade.pptx*

The student presentation should look like figures below (Figures 2-22 and 2-23 in the book). The SmartArt graphic layout is the Diverging Radial layout (Cycle group) with the (3D) Inset SmartArt Style applied to it. The notes and handouts should include the student's name in the footer.



1

2

3

# Top 5 Export Markets

```
graph TD; US((United States)) --> Malaysia((Malaysia)); US --> Mexico((Mexico)); US --> Thailand((Thailand)); US --> Australia((Australia)); US --> SouthKorea((South Korea));
```

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