

## Homework #6

Due Date/Time: Thursday, November 5, 2009 at 9:00pm

### Microsoft PowerPoint

1. Start with T:\Teach\Classes\FOR112\HWstarter6.pptx. Do a "Save As" and save a copy of it to your Z: drive and name it *your\_ONID\_username-HW6.pptx*.

For example, the instructor would name his file altimusm-HW6.pptx

2. (3 pts) Edit the Slide Master to:
  - a. remove the 4<sup>th</sup> and 5<sup>th</sup> bullet-point levels
  - b. Change the background to a dark blue
  - c. Change the text (in both the title and text placeholders) to a white color
3. (1 pt.) Delete Slide 4.
4. (1 pt.) Change the layout of Slide 2 to a blank layout.
5. (1 pt.) Using Page Setup, change the size of the slides from their current On-Screen Show (16:9) format to PowerPoint's default size of On-Screen Show (4:3).
6. (2 pts) After modifying the size of the slides, note that the picture in Slide 3 is now skewed. Reset the picture to its original size and then scale it so the width of the picture is 2.5 inches.
7. (1 pt.) Turn on the drawing guides and move the guides so that they intersect at the upper-left corner of the picture in Slide 3.

**Note: If one of your drawing guides disappears after you move it, just click on a different slide and then return to Slide 3 to verify that the guides are placed properly.**

8. (5 pts) On Slide 2, select all three of the drawing shapes (the arrows) and then:
  - a. Align the shapes so they are in a vertical line that is left-aligned with the purple arrow
  - b. Distribute the shapes vertically so they are equidistant apart
  - c. Group the shapes (so they can all move as one object)
  - d. Add text to the shapes. The green arrow should read "A", the purple arrow should read "B", and the orange arrow should read "C".
  - e. Use the Format Painter to make all of the arrows orange. Finally, move the grouped arrows so their points touch the vertical guide line (i.e.- the points of the arrows on Slide 2 are aligned with the Slide 3 picture's left edge).
9. (1 pt.) On Slide 5, vertically center the text placeholder (it reads "The End").
10. Save all the changes to your modified PowerPoint file and close PowerPoint. Attach it to an e-mail you send to the instructor. For the e-mail subject line, please use **FOR112 HW6**.