**Computer Applications
PowerPoint Unit 2 Concepts (Tutorial 2)**

Slide Layouts/Formatting

*Review pages with diagrams first!
PPT 64-65 & PPT 84-85*

* Change the layout (two content, title slide, blank)
* Delete a placeholder
* Format font size, color, alignment

Shapes/Graphics

* Insert shapes
* Apply styles to shapes
* Insert pictures
* Insert clip art
* Insert SmartArt
	+ Convert text to SmartArt (green button) 
	+ Apply styles (bevel, 3D, etc.)
	+ Add a shape to a SmartArt diagram (Design, Add Shape)
* Add text to a shape (right click, Add/Edit Text)
* Add text box
* Add a border to a picture; set width and color
* Apply a style to a picture
* Apply an effect to an image
* Align objects on a slide (Drawing Tools, Format)
* Rotate an object (Format, Arrange)
* Crop an image
* Recolor a picture (temperature, saturation, tint)
* Resize, set height on images/shapes
	+ Drag from corner to maintain “aspect ratio” (not smash/stretch)
* Flip/mirror an object vertically/horizontally
* Change fill color of a shape
* Select multiple objects (Shift+click; often used to then Align or Group)

Animation

* Apply animation effect to a shape
* Customize direction and speed of an animation (Effect Options)

Slide Show

* Modify slide master
* Broadcast slide show over the internet

Computer Applications Assignments

* Complete the **Review Assignment**, LandTour.pptx **PPT110-111**
	+ Check with the binder keys
* SAM Project PPT Unit 2 Case Study 1 (graded by computer)