

# Exercise 11

## Align Text    Change Fonts Change Slide Design (Template) Change Slide Layout    Use Slide Master

### Notes

This exercise reinforces your practice from the last exercise. Again, you will work with altering the appearance for individual slides and the presentation as a whole.

### Vocabulary

date area

### Directions

1. Open the PG11 presentation file.
2. Save the file as TURTLE. The six presentation slides look like those on the following page.
3. Choose a new presentation template (design).
4. Delete slide 3.
5. Add a new slide using the bulleted list layout, and enter **Cost Overrun Sources** as the slide title.
6. Move the new slide to make it slide 3. Enter the following as the bulleted list:
  - **Extra Overtime: \$650,000**
  - **Added Equipment Fees: \$200,000**
  - **Materials Increases: \$150,000**
7. Change slide 3 to use the layout that includes a graph placeholder and title only.
8. Undo the slide layout change.
  - ✓ You can use the Undo button to undo a layout change that doesn't look right.
9. Change slide 3 to use the layout that includes a graph beside the bulleted list.
10. Use the graph placeholder to create a pie chart illustrating the bullet points you created in Step 6.
11. Move the legend to the bottom of the chart.
12. Center the slide title.
13. Display the slide master view.
14. Make the following changes on the slide master:
  - Add a clip art image to a corner of the slide master.
  - Bold the title.
  - Enter **September 15, 1999** in the **date area** of the footer. Enter **Project Update** in the footer area.
  - Change the date and footer text to another font and increase its size to 16 points.
  - ✓ As with the slide (page) numbering, in some cases you have to turn on the date area and footer area display with a menu command.
  - ✓ Sometimes, changes you make to the slide master apply to all slide layouts except title slides. In such a case, you have to display a different master to change the layout for title slides.
15. Display slide 1.
16. Add an **s** to **Apartment**, then create a line break after that word. Center the title.
17. Display the presentation in small slide view. The slides should now look like those shown on page 388.
18. Return to the single slide view.
19. Spell check the presentation.
20. Save your changes to the presentation.
21. Print and close the presentation.



## Turtle Creek Apartment Project Update

Able Construction  
September 15, 1999

1

## Current Status

- Construction is on track
- Construction will be completed by October 31, 1999 (one month late)
- Cost will be \$3.3 Million (\$1 Million over budget)

2

## Delay Causes

- Weather
  - Late spring thaw delayed foundation work
  - Twice the normal rainfall in August slowed some jobs
- Staffing
  - Subcontractors overbooked due to inclement weather
  - Shortage of skilled construction laborers

3

## Remaining Tasks

- Roofing
- Final plumbing, electrical, and heating and cooling installation
- Inspection for above
- Drywall and finishing
- Painting
- Flooring installation
- Appliances installation
- Trim work
- Systems testing
- Final inspection

4

## Challenges

- Appliances and flooring have been backordered
- Ongoing weather and staffing issues may delay roofing completion

5

## Solutions

- Suppliers have been asked to accelerate order delivery
- Alternate suppliers to submit bids October 1
- Indoor contractors have agreed to multiple shifts during October

6

## Turtle Creek Apartments Project Update

Able Construction  
September 15, 1999

1

## Current Status

- Construction is on track
- Construction will be completed by October 31, 1999 (one month late)
- Cost will be \$33 Million (\$1 Million over budget)

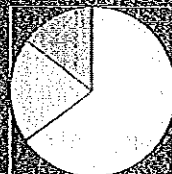
September 15, 1999

Project Update

2

## Cost Overrun Sources

- Extra Overtime: \$650,000
- Added Equipment Fees: \$200,000
- Materials Increases: \$150,000



■ Extra Overtime  
■ Added Equipment Fees  
■ Materials Increases

September 15, 1999

Project Update

3

## Remaining Tasks

- Roofing
- Final plumbing, electrical, and heating and cooling installation
- Inspection for above
- Drywall and finishing
- Painting
- Flooring installation
- Appliances installation
- Trim work
- Systems testing
- Final inspection

September 15, 1999

Project Update

4

## Challenges

- Appliances and flooring have been backordered
- Ongoing weather and staffing issues may delay roofing completion

September 15, 1999

Project Update

5

## Solutions

- Suppliers have been asked to accelerate order delivery
- Alternate suppliers to submit bids October 1
- Indoor contractors have agreed to multiple shifts during October

September 15, 1999

Project Update

6