

# Exercise 9

- ❖ **Add New Slides**
- ❖ **Insert a Table on Slides**
- ❖ **Insert an Organization Chart on Slides**
- ❖ **Move Slides**
- ❖ **Delete Slides**
- ❖ **Align Text**

## Notes

In this exercise, you use additional slide layouts to present information. **Tables** align rows and columns of data, while an **organization chart** shows the arrangement of jobs in a group or organization. In addition to adding more information, you may want to change how text lines up (its **alignment**) to alter the appearance of certain slides.

## Vocabulary

table

organization chart

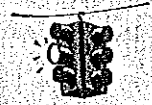
alignment

## Directions

1. Open the PG09 presentation file.
2. Save the file as SAFETY2.
3. Insert the clip art image of your choice anywhere on slide 1. Insert clip art images on at least two other slides.
  - ✓ *Some presentation graphics programs treat decorative graphics and icons as clip art, too.*
4. Insert a new title slide.
5. Enter **Presented by the City Rollers Club** as the title and the date as the subtitle.
6. Insert a new slide that uses the organization chart layout.
7. Enter **New Officers** as the slide title.
8. Select the chart placeholder to start making the chart.
9. Enter the following officer titles and names, with the first one on the top level of the organization chart:
  - **John Ramsey**  
**High Roller**
  - **Jill Mahoney**  
**Membership**
  - **Tom Lockerbie**  
**Activities**
  - **Jonah King**  
**Treasurer**
10. Center the title text on the New Officers slide.
11. Insert a new slide that uses the table layout.
12. Enter **Upcoming Trips** as the slide title.
13. Select the table placeholder, and create a table that's two columns by four rows.
14. Enter the following table information:

City	Date
San Francisco	July 17-18
New York	September 18-19
Miami	November 13-14
15. Center the slide title and slide column headings.
16. Display the small slide view.
17. Rearrange the slides into the order shown on the next page.
18. Return to the single slide view, go to the last slide, and delete it.
19. Save your changes to the presentation.
20. Close the presentation.

## Safety First



Protecting yourself when  
you're blading or boarding

1

## Use Protective Equipment

- Head gear
  - Use a helmet
  - Add protective eyewear for better vision
- Body gear
  - Wear wrist guards at all times
  - Pad knees and elbows, too



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## Be Smart with Your Sport

- Check your wheels before each ride and rotate or replace them if needed
- Only roll where it's legal to do so
- Avoid busy streets or heavy pedestrian traffic
- Practice new skills in an area where you can make a soft landing
- Give pedestrians and other rollers plenty of room to pass
- Observe curfews in your area

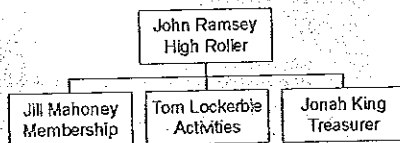
3

## Presented by the City Rollers Club

June 30, 1999

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## New Officers



5

## Upcoming Trips

City	Date
San Francisco	July 17-18
New York	September 18-19
Miami	November 13-14

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## Coming Soon...

- The city plans to convert an old warehouse to an indoor rollerblading and skateboarding park
- The new multi-use path along the river will be finished in June
- The local skate club plans to sponsor group trips to great blading and boarding locations

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