Practice for Chapter 4

Follow the instructions below. After you are finished, save your file. Then, download the finished sample included in the website practice page, and compare the finished sample with what you did.

1. Create a folder, and name it **Chapter 4 Practice**
2. Download the three image files linked to on the same page where you got this file. Place the files in the Chapter 4 Practice folder.
3. Open PowerPoint 2016
4. Choose to open a BLANK presentation
5. In the HOME tab, in the SLIDES group, click on Layout, and choose BLANK
6. On the first slide, create a RECTANGLE SHAPE. Make it large, so that it fills up most of the middle of the slide. It will be blue.
7. Create a CIRCLE SHAPE. Make it small, about the size of a ¥500 coin, and place it ABOVE the TOP LEFT of the blue rectangle, just overlapping it.
8. Use the DRAWING TOOLS: FORMAT tab in the ribbon, under SHAPE STYLES, and give the circle shape a YELLOW background.
9. Click on the yellow circle and COPY it (CONTROL+C might be best).
10. Then PASTE the circle about 30-40 times, enough to finish at the bottom of the rectangle.
11. You will notice that all the new shapes are positioned "above" all the previous ones.
12. Click on the blue rectangle to select it, and then go to the DRAWING TOOLS: FORMAT tab; on the right side, under ARRANGE, click the BRING FORWARD button many times, until about half the yellow circles are "beneath" the blue rectangle. This shows that **each object in PowerPoint has its own LAYER, and the layers can be changed.**
13. There are four **LEVELS** in PowerPoint: (1) Slide Object, (2) Master Object, (3) Slide Background, and (4) Master Background. We have so far been using LEVEL 1, the SLIDE OBJECT LEVEL. Let's now use LEVEL 3, the SLIDE BACKGROUND LEVEL:
14. Create a NEW SLIDE (CONTROL-M).
15. Right-click on the slide background, and at the bottom of the menu, choose FORMAT BACKGROUND.
16. Select a PICTURE OR TEXTURE FILL; using the INSERT PICTURE FROM **FILE** button, choose **background.jpg** from the Chapter 4 Practice folder. That is on the third level! Notice that you cannot click of select it.
17. Add a few objects on top of that. In the INSERT TAB, click on PICTURES, and from the Chapter 4 Practice folder, choose the image titled **lion.png**.
18. Do the same thing again, this time insert an image titled **man.png**. Move the images so that it looks like the lion is about to attack the man from behind!
19. Let's now use the two MASTER levels, LEVEL 2 (Master Object), and LEVEL 4 (Master Background):
20. In the VIEW tab in the Ribbon, under MASTER VIEWS, select SLIDE MASTER.
21. In the sidebar on the left, scroll up to the LARGEST slide thumbnail, and SELECT it.
22. Click on the INSERT tab in the Ribbon; from the SHAPES menu, choose a SUN shape (from BASIC SHAPES). Place the SUN SHAPE in the top right corner. Use the DRAWING TOOLS: FORMAT to give the shape a YELLOW fill. This shape is now in LEVEL 2 (Master Object).
23. Next, right-click on an empty area near the edge of the master slide, and choose FORMAT BACKGROUND.
24. Give the background a GRADIENT fill. A light blue gradient will do fine.
25. Click on the SLIDE MASTER tab, and on the far right, click on CLOSE MASTER VIEW. You will see that the SUN SHAPE appears on both slides, but the background you just set only appears on slide #1. This is because the SLIDE BACKGROUND (Level #3) is covering up the MASTER BACKGROUND (Level #4).
26. CREATE A NEW SLIDE (use CONTROL+M); you will note that the new slide has the master background and shapes.

Save the slideshow. Then download the finished example, and compare with what you created.