EXERCISE 1: Color Text & Draw Lines

<table>
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| ![Color Text Draw Lines](image) | 1. Highlight and color words  
2. Click Format Painter button to copy format from highlighted word  
3. Drag cursor over word or phrase you want to apply the format to  
4. Add shape: line and move it under word  
   - CTRL/Arrow key on keyboard to move selected object one pixel  
5. Lengthen or shorten line as needed  
6. Select line, then select Shape Outline button to color line and increase its weight  
7. Copy line and move to different word  
   - CTRL/Drag to clone selected object |

EXERCISE 2: Animate Shapes and Text Boxes

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| ![Add Shapes Text Boxes](image) | 1. Insert shape: circle and move circle to correct position  
2. Format circle: color, weight, no fill  
3. Clone circle and position (CTRL/Drag)  
4. Insert text box (“Peace”) and position  
5. Format text box: no fill, color and bold text  
6. Clone text box (“Strength”) and position  
   - Shift/Click to select more than one object  
7. In Animation Tab, animate each object in order of appearance, using **Entrance** effect: Fade (on click)  
   - Animation Pane  
   - Re-Order animations as necessary |

EXERCISE 3: Hide then Reveal Shapes

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| ![Hide and Remove Shapes](image) | 1. Draw box over X-axis title and labels  
2. Format box: solid fill, white, no line  
3. Animate X-axis box with **EXIT** effect: Fade (on click)  
4. Draw box over Y-axis title and labels  
5. Format box: solid fill, white, no line  
6. Animate Y-axis box with **EXIT** effect: Fade (on click)  
7. Format text boxes on curve: solid fill, white, no line  
8. Group labels on curve (SHIFT/Click) and animate with **ENTRANCE** effect: Fade  
9. Draw box over curve and format: solid fill, white, no line  
10. Animate box over curve with **EXIT** effect: Wipe (from left)  
11. Make animation of curve labels last in Animation Pane, if needed |
### EXERCISE 4: Insert Pictures, Sounds & Movies

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| ![Image](image) | 1. Insert Picture and browse for photo  
2. Move photo to correct place, and resize from corner handle  
3. Select shape: Callout and draw onto slide  
4. Type text into callout, resize callout, change background to solid fill, white  
5. Move callout pointer to photo  
6. Insert Audio, browse for audio file, and resize icon  
7. Insert Video, browse for movie file, and resize |

### EXERCISE 5: Use Progressive Disclosure (Display List Items Sequentially)

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| ![Image](image) | 1. Delete extra blank lines in text box  
2. Replace bullets with numbers  
3. Click Animation tab and open Animation Pane  
4. Highlight items in text box, then select **Entrance** effect: Fade (Start: “On Click”)  
5. Highlight items in text box again  
6. Click Add Animation  
7. Select **Emphasis** effect: Transparency (Start: “With Previous”)  
8. In Animation Pane re-order first **Emphasis** item (yellow star) to after second **Entrance** item (green star)  
9. Re-order next yellow star item to after next green item until there are two yellow star items left at bottom of Animation Pane  
10. Select and delete last yellow star item because there is no need to dim last list item |

### EXERCISE 6: Add a Motion Path

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| ![Image](image) | 1. Group bottom label and its arrows  
2. Repeat for top label and its arrows  
3. Animate both label groups with **Entrance** effect of your choice  
4. Select object to move (the dot)  
5. Click Add Animation button and scroll down to Motion Path effects  
6. Click on Custom Path effect  
7. Click and drag the dot along the path you want it to follow  
8. Release mouse button when done  
9. Press ESC key to release the motion path |