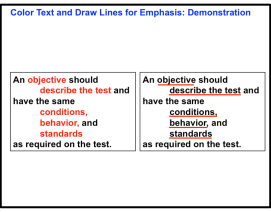
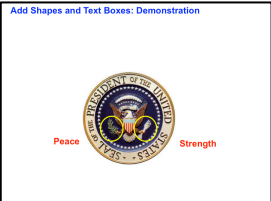


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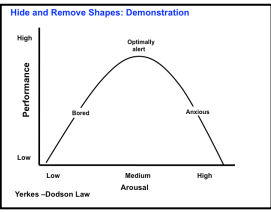
EXERCISE 1: Color Text & Draw Lines

Slides	Step-by-Step
<p>Color Text and Draw Lines for Emphasis: Demonstration</p> 	<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • CTRL/Drag to clone selected object

EXERCISE 2: Animate Shapes and Text Boxes

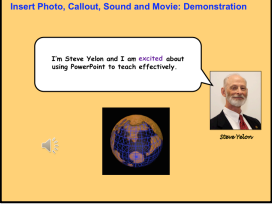
Slides	Step-by-Step
<p>Add Shapes and Text Boxes: Demonstration</p> 	<ol style="list-style-type: none"> 1. Insert shape: circle and move circle to correct position 2. Format circle: color, weight, no fill 3. Clone circle and position (CTRL/Drag) 4. Insert text box ("Peace") and position 5. Format text box: no fill, color and bold text 6. Clone text box ("Strength") and position <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • Animation Pane • Re-Order animations as necessary

EXERCISE 3: Hide then Reveal Shapes

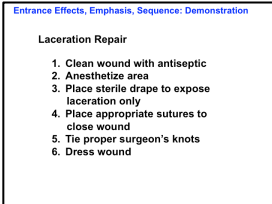
Slides	Step-by-Step
<p>Hide and Remove Shapes: Demonstration</p> 	<ol style="list-style-type: none"> 1. Draw box over X-axis title and labels 2. Format box: solid fill, white, no line 3. Animate X-axis box with EXIT effect: Fade (on click) 4. Draw box over Y-axis title and labels 5. Format box: solid 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

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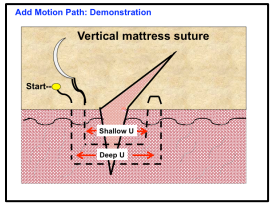
EXERCISE 4: Insert Pictures, Sounds & Movies

Slides	Step-by-Step
	<ol style="list-style-type: none"> 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)

Slides	Step-by-Step
	<ol style="list-style-type: none"> 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

Slides	Step-by-Step
	<ol style="list-style-type: none"> 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