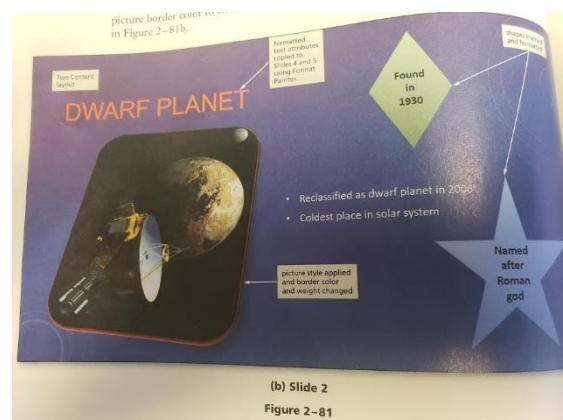
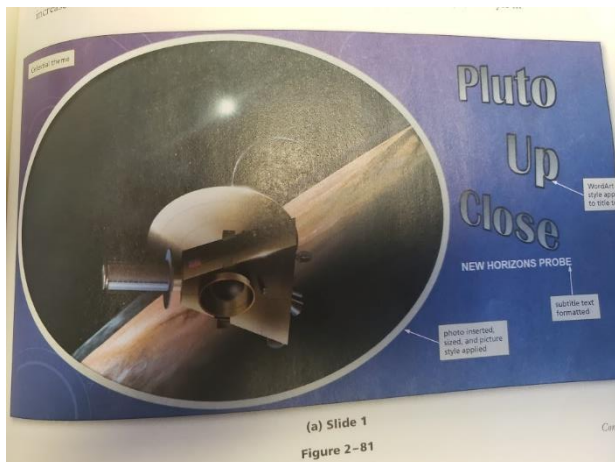


# The Dwarf Planet, Pluto: Lab 1

1. Create a new PowerPoint slideshow.
2. Save to PowerPoint Folder.
3. Change the document theme to Celestial.
4. On **Slide 1**: Type: **Pluto Up Close** as the title text. Press the ENTER key after the words, PLUTO and UP, so the text is displayed on three lines.
  - a. Change the font to Britannic Bold and increase the font size to 88 point.
  - b. Apply the WordArt style **Gradient Fill-Gray** (first style in second row). Change the Text outline color to **black, background 1** (in the theme colors row) and the text outline weight to 3 pt.
    - i. Apply the text effect from 3-D rotation: **Perspective Heroic Extreme Left 3-D Rotation**.
  - c. Insert the photo, Pluto 1. Apply the Metal Oval picture style, and move to the left side of the slide.
5. On **Slide 2**: Put in a new slide with the Two Content layout. Use the images at the end of the direction to help guide you.
  - a. Title: Dwarf Planet. Change font to Arial, size 44 point.
    - i. Change the color to Red (in Standard Colors row).
  - b. Bullets: Look at image at the end of directions.
  - c. Add in picture: Pluto 2 → Resize the picture and use the Smart Guides to position the image.
    - i. Apply the Bevel Perspective picture style. Change the border to Red and the border weight to 3pt.
  - d. Insert the Diamond shape located in the Basic Shapes area to the right of the title text.
    - i. Apply the Subtle Effect-Olive Green Accent 4 Shape Style (in Theme styles area) to the shape. Type **Found in 1930** in the shape, bold the text.
  - e. Insert the 5 point star shape located in the Stars and Banners area in the lower-right corner of the slide.

- i. Apply the Subtle effect - Blue, Accent 2 style (in Themes Styles area) to the shape. Type **Named after Roman god** in the shape, bold the text.
  - f. Type the following into the Notes Pane: **Pluto was discovered on February 18, 1930, by Clyde Tombaugh of the Lowell Observatory.**
  - g. Add in additional design to make this slide better.
- 6. On **Slide 3**: Put in a new slide with the Panoramic Picture with Caption layout. Type in text as you see it in the picture at the end of the directions.
  - a. Change the font size of the 2 paragraphs to a larger size of your choice and bold.
  - b. Add in picture: Solar system → Resize the picture and use the Smart Guides to position the image.
  - c. Insert the Sun shape located in the Basic Shapes area on the lower-right corner of the slide.
    - i. Apply the Intense Effect- Gold, Accent 5 shape style (in Theme Styles area) to the shape.
    - ii. Type **Pluto takes 248 earth years to orbit the sun** in the shape and bold text.
  - d. Add to the Notes Pane: **It takes five hours for the sun's rays to reach Pluto. It takes only eight minutes for the sun's rays to reach Earth.**
  - e. Add in additional design to make this slide better.
- 7. On **Slide 4**: Put in a new slide with the Title Only layout.
  - a. Title: Five Moons
  - b. Add in Picture: Pluto 3 → Resize the picture and use the Smart Guides to position the image.
  - c. Insert the Oval Shape. Select this shape, hold down the SHIFT key, then draw a circle .75" x .75". *Hint*: Use the Size group in the Drawing Tools Format tab to enter the exact measurement of the shape.

- i. Change the shape fill gradient to Linear Down (in first Light Variations area). Then copy and paste this shape four times. Move the 5 shapes around the Pluto image.
8. On **Slide 5**: Put in a new slide with the Two Content layout. Type in text as you see it in the picture at the end of the directions.
  - a. Change the bulleted to 28 point or higher and bold the text.
  - b. Add in picture: Solar System 2 → Resize the picture and use the Smart Guides to position the image.
    - i. Apply the Simple Frame, White picture style to the image.
  - c. Insert the Left Arrow shape located in the Block Arrows area to the right of the image.
    - i. Change the shape fill to Red. Type **Pluto** in the shape and then bold the text.
  - d. Add in additional design to make this slide better.
9. Use the format painter on slide 2 and apply to slides 4 and 5.
10. **Create a closing slide.**
11. Apply the Vortex transition in the Exciting category to all slides and then change the duration for slide 3.0 seconds.
12. Run Spell check.
13. Click the 'Start From the Beginning' button to start the show from the first slide. Check out the presentation and make sure it looks good.
14. **How did you utilize shapes to enhance the presentation?**
15. Put your Red Cup up. Save. Minimize until Teacher comes to Grade. Start on assignment 3 while waiting for Mrs. Kratky.



PPT 114 PowerPoint Module 3 Enhancing a Presentation  
 In the Lake (continued)

Sun rises and sets once a week  
 Spins opposite direction as sun

font size changed and bolded

Sun shape inserted and formatted

Pluto takes 248 earth years to orbit the sun

(c) Slide 3  
 Figure 2-81

PPT 114 PowerPoint Module 3 Enhancing a Presentation  
 In the Lake (continued)

FIVE MOONS

Oval shape inserted, formatted, and moved

(d) Slide 4  
 Figure 2-81

Two Content layout

MILKY WAY GALAXY

- 8 planets and Pluto
- More than 200 billion stars
- Moves through space at 343 miles per second

UNIVERSE  
 galaxy  
 Milky Way Galaxy  
 A SOLAR SYSTEM  
 Center of the Galaxy  
 Our Solar System  
 Pluto  
 Asteroid belt  
 SUN  
 Mercury Venus Earth Mars Jupiter Saturn Uranus Neptune

(e) Slide 5  
 Figure 2-81