

The following revision exercises are divided into sections, each targeted at specific elements of the Advanced ECDL syllabus. The individual sections are an exact match for the sections in the ECDL Advanced Training Guides from CiA Training, making the guides an ideal reference source for anyone working through these exercises.

Preparation

These exercises include topics taken from the following list: knowing how to plan a presentation including audience, venue and timing considerations , how to use colour schemes, using background colours and effects, creating, saving and using a template, using a word processed outline for text, inserting slides.

Exercise 1

1. Which of the following may be reasons why different versions of the same presentation would be required?
 - a) Audiences with different levels of technical competency
 - b) Audiences with different areas of specialist interest
 - c) Different length presentations required
 - d) All of the above
2. What effect does slide design and appearance have on audience perception of a presentation?
 - a) Not at all, content is everything
 - b) Minimal, as long as content is clear
 - c) Major, can affect how content is viewed
 - d) Total, content is irrelevant
3. Give one advantage and one disadvantage of using dramatic images as backgrounds to a presentation?
4. Why might you need to limit fonts and moving items when showing a presentation to a visually impaired audience?
5. State two considerations when choosing colour combinations to use on slides.
6. State 3 factors which may need to be considered when looking at the venue for your presentation.

7. Which of the following statements is true?
 - a) You can change the colours in a colour scheme
 - b) Each Design Template has only one possible colour scheme
 - c) All slides in a presentation must have the same colour scheme
 - d) Colour schemes depend on slide layout

8. If you are asked to give your presentation in a limited time, with not enough time to see all slides for their allocated timing, what is the best solution?
 - a) Talk faster
 - b) Get as far through the presentation as you can in the time
 - c) Create a shorter summarised version of the show
 - d) Refuse to do it.

Exercise 2

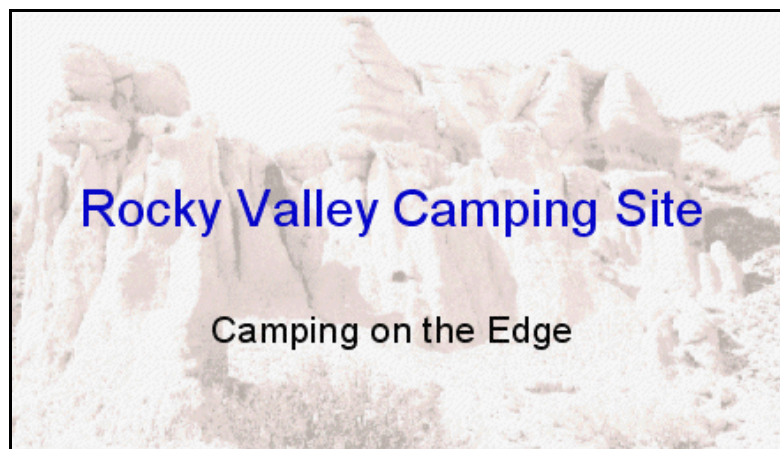
1. Open the **Cruises** presentation from the data files. This consists of a slide master, a title master and one title slide.
2. Apply the image **Boat** so that it will be the background image to any title slide in the presentation. Why does the colour scheme now need to be changed?
3. Change the pre-set colour scheme for all master slides to one that has pale blue titles and white text.
4. View the slide master and apply a background fill effect. Select a gradient effect from the **preset** list , e.g. **Nightfall**. Make sure the effect is applied to the slide master only.
5. Delete the footer placeholder, move the number placeholder to the centre and insert a number in the centre of the placeholder.
6. Save the presentation as a template called **Cruises**, but make sure it is saved in your data file folder, not in the default **Templates** folder.

Revision Series

7. Now create a presentation based on this template. Insert all the slides from the **Sailing** presentation into the current presentation, making sure they take on the correct formatting.
8. Apply a different design template/theme to slide 3 only. (if using *PowerPoint 2000* change the design for the entire presentation).
9. Save the presentation as **Cruises2** and close it.

Exercise 3

1. Open the **Rocky** presentation from the data files. This consists of a slide master, a title master and one title slide.
2. Apply the image **Rocky** so that it will be the background image to any title slide in the presentation.
3. Edit the current colour scheme so that the title text on all slides will be a very dark blue. Make sure the change is applied to all masters.



4. Apply a background fill effect that will be applied to all non title slides only. Select the **Parchment** texture effect.
5. Create a custom slide master with the texture **white marble** as a background.
6. Insert the image **Rockylogo** so that it will appear on every non title slide in the presentation (in *PowerPoint 2007* you will have to omit the image from the Title Slide Master). Enlarge it slightly and move it to the right edge of the title area.

7. Create four new slides in the presentation by importing text from the outline document **Rockytext.doc**, making sure they take on the correct formatting.
8. Apply the custom slide master to slides **3** and **5**.
9. Change the background for slide 5 so that the **Rockylogo** graphic is omitted from this slide only.
10. Save the presentation as **Rocky2** and close it.

Images and Drawn Objects

These exercises include topics taken from the following list: working with drawn objects, changing object backgrounds, rotating and flipping images, selecting multiple objects, arranging objects, cropping and editing images.

Exercise 4

1. Open the presentation **Camping**. You are to create a revised logo for the Rocky Valley Camping Site.



2. Add a new slide to the end of the presentation with a **Blank** layout. In the centre of the slide, draw an **Isosceles Triangle** from the basic shapes (hold down the <Shift> key as the shape is being drawn).
3. Add a **Fire** preset colour gradient background to the triangle. If this is not available use a simple gradient, yellow at the top to dark red at the bottom.
4. Apply any 3-D effect to the shape, and apply a surface setting of **Metal**.
5. Right click the new object and save the image as **Newlogo.gif**.
6. Change the logo on all slide masters by replacing it with **Newlogo**. Position the image so that it is **20cm** from the left edge and **0.8cm** from the top edge of the slide. Resize it so that it is 3cm high.

7. Delete the new slide from the end of the presentation.
8. Save the presentation as **Camping2** and close it.

Exercise 5

1. Open the presentation **Camping**. Insert the only slide from the **Eagle** presentation at the end of the **Camping** presentation.
2. Insert the image **Eagle.jpg** into the new slide.
3. Crop the image to include only the eagle's head. As a guide, the final image should be about **5cm** square.
4. Move the image to the right of the text. Use a tool from the picture toolbar (in the **Adjust** group in *2007*) to make the majority of the blue sky above the eagle's head transparent.
5. Increase the contrast by **3** levels and then apply a **Washout** appearance to the image.
6. Use copy and paste to create another copy of the altered image on the slide.
7. Ensure the snap to grid feature is on. Flip the new copy horizontally and move it to the left of the text.
8. Align the two images and the text so that their bottom edges line up and they are evenly distributed horizontally.
9. Align the two images and the text so that they are centred vertically on the slide.



10. Save the presentation as **Camping3** and close it.

Exercise 6

1. Open the presentation **Egypt Tours**.



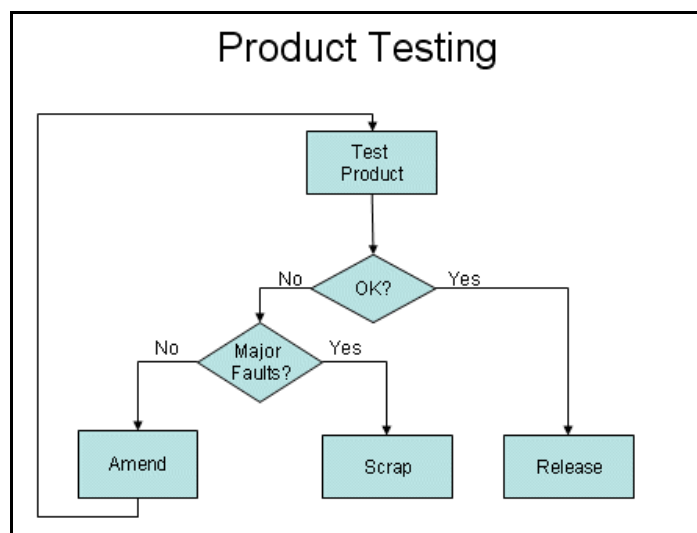
2. View the slide master and display the ruler.
3. Create a logo for the company. In the top right corner of the slide master, draw an isosceles triangle about **3cm** by **3cm**.
4. Colour the background with a preset **Desert** gradient effect.
5. Make this background the default for all new shapes drawn.
6. Apply a **Parchment** background effect to all slides in the presentation.
7. The logo is too big. Maintaining the original proportions, rescale the triangle to approximately **2cm** by **2cm**.
8. Ensure it is still in the right corner of the title area.
9. On slide **3**, increase the contrast of the image of Tutankhamun's death mask by **3** levels, then reduce the brightness by **3** levels.
10. Save slide **4 Great Pyramid** as an image in **.png** format, named **cheops.png**.
11. On slide **1** recolour the red part of the graphic to green. Note that this will involve **ungrouping** the image and converting it to a drawing object.
12. Save the presentation as **Tours** and close it.

Charts

These exercises include topics taken from the following list: creating combination charts/2 axes charts, editing charts, creating flowcharts and other diagrams, editing flowcharts, animating charts.

Exercise 7

1. Start a new presentation containing a blank **Title Only** slide. Add a title of **Product Testing**.
2. Create the following flowchart using shapes from the **Flowchart** and **Connectors AutoShapes**. Use text boxes for the **Yes/No** captions.



3. Amend the top box of the flow chart to be white text on a dark blue background.
4. Use the **Format Painter** tool to apply this style to all the other flowchart shapes.
5. Change all elbow connectors to **Curved Arrow Connectors**.
6. Insert a new, blank slide with a **Title and Content** layout and add the title **Product Sales**.
7. Create a cycle diagram and add the processes **Market Research**, **Targeted Marketing** and **Sales Results**.

8. Change the colours/style of the diagram as desired.
9. Save the presentation as **Diagrams** and close it.

Exercise 8

1. Open the presentation **Chart**. The chart shows the year's turnover and profit for a company. Because of the large difference in values, it is difficult to compare them.
2. Change the chart type to **Lines**.
3. Convert this to a **2 Axes** chart type by selecting the **Profit** data series and formatting it to be plotted on a secondary axis.
4. Select the **Turnover** data series and change the chart type to 2D clustered column, for that data series only.
5. In the plot area, display the image **money** from the data files.
6. Without changing any data, change the scale of the **Value Axis** (Turnover) so that it is displayed in **Thousands** with a major unit setting of **5000**.
7. Without changing any data, change the scale of the **Secondary Value Axis** (Profit) so that it is displayed in **Thousands** and starts at **10,000**.
8. Change the font of all the text and numbers on the chart to **Verdana**.
9. Move the **Legend** to inside the plot area.
10. Apply an entrance animation effect of **Dissolve In** to the chart.
11. Amend the options for the effects on the slide so that the following sequence is obtained during a slide show:

First click	Chart background and axes appear
Second click	Turnover Data Series appears
Third click	Profit Data Series appears
12. Save the presentation as **Chart2** and close it.

Exercise 9

1. Start a new presentation containing a blank **Title and Content** slide and select the **Insert Chart** option. This slide will present the average temperature and rainfall for London over the summer months. Add a title of **London Weather**.
2. Add a 2D column chart to the slide and replace the data with the data from the following table. If using *2007* make sure that **Rainfall** and **Temperature** are added in the correct position on the datasheet as **series**:

Summer in London						
	Apr	May	Jun	Jul	Aug	Sep
Rainfall (cms)	3.9	4.5	4.5	5.8	6.0	5.5
Temperature (°C)	8.0	10.0	14.0	17.0	19.0	15.0

3. Change the chart type for the **Rainfall** series to a **Line** chart and plot it on a secondary axis.
4. Add vertical captions of **Rainfall** and **Temperature** to the left and right vertical axes respectively. Move the **Legend** box inside the chart area to the upper right corner and fill it with pale blue.
5. Set the **Rainfall** axis to have a minimum value of **3** and major divisions on the axis representing **0.2cm**.
6. Change the gap between the columns to **100**.
7. Set the **Temperature** axis to have a minimum value of **5** and major divisions on that axis representing **1.0** degree.
8. Apply a custom animation entrance effect of **Wipe** to the chart.
9. Amend the **Effect Options** so that the following sequence is obtained during a slide show:
 - Before clicking The chart background and axes are already shown.
 - First click Data for the first month (April) is displayed
 - Second click Data for the second month (May) is displayedand so on.
10. Save the presentation as **Weather** and close it.