

# Section 3

# Formatting

**By the end of this Section you should be able to:**

**Apply Formatting, Text Effects and Bullets**

**Use Undo and Redo**

**Change Alignment and Spacing**

**Use Cut, Copy and Paste**

**Use Animation Schemes and Custom Animation**

**Apply Headers & Footers**

**Work with Master Pages**

**Check Spelling**

To gain an understanding of the above features, work through the **Driving Lessons** in this **Section**.




For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **Revision Exercise(s)** at the end of the section to test your knowledge.

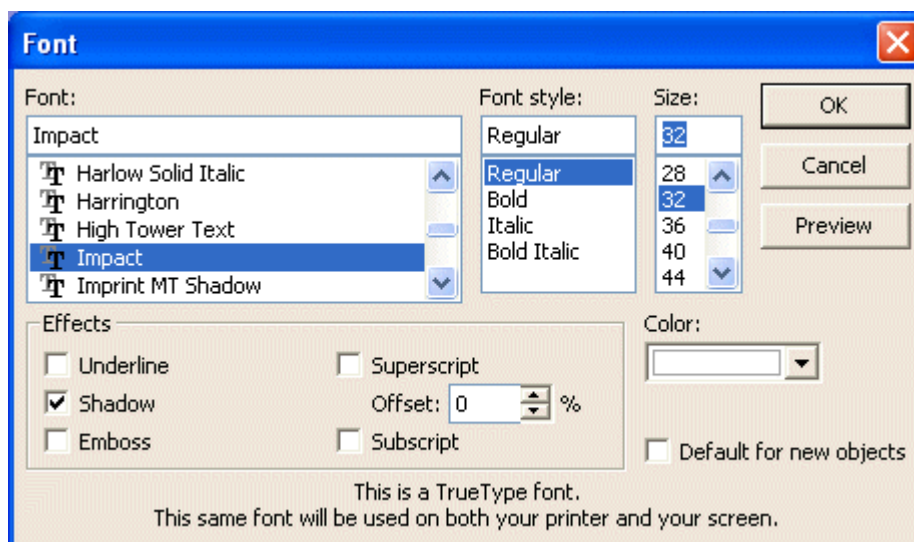
# Driving Lesson 28 - Formatting: Font & Size

## **P** Park and Read

The text on any slide can be formatted in a number of ways, including changing the font, size, appearance, colour, alignment, etc. Many of the normal features of word processing are available when entering or editing text on a slide.

## Manoeuvres

1. Open the **CIA** presentation and view the **Presentation Agenda** slide in **Normal View**.
2. Click and drag the mouse over the text in the first column to select it.
3. Click on the **Font** drop down arrow,  and choose a different font from the list.
4. Using the **Font Size** button, , choose a larger size of font.
5. Click on the **Increase Font Size** button, .
6. If necessary, change the font size so that each item in the column is at its maximum size but still fits on one line.
7. With the text still highlighted, select **Format | Font** to display the dialog box (the **Font** dialog box will probably have different selections made).



8. Choose the **Arial Black** font and size **28** from the dialog box and click **OK**.
9. Leave the presentation open.

## Driving Lesson 29 - Undo and Redo

### Park and Read




The **Undo** and **Redo** functions can be really useful, for example if something is deleted by mistake the deletion can be undone. **Undo** cancels the last action performed and **Redo** cancels the **Undo** action, leaving the presentation as it was originally.

### Manoeuvres

1. Viewing the **Presentation Agenda** slide of the **CIA** presentation, select the text in the second column.
2. Press <**Delete**>.
3. To replace the deleted text, select **Edit | Undo Clear**.



*The wording after **Undo** and **Redo** changes depending on the action last performed.*

4. To delete the text again, select **Edit | Redo Clear**.
5. Click **Undo**, , to replace the text.
6. Click the drop down arrow at the right of the **Undo** button, , to see all of the actions that could be reversed.
7. Click **Redo**, , to remove the text again.
8. **Undo** the deletion.
9. Leave the presentation open.






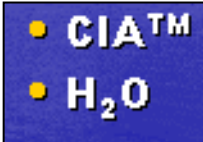

# Driving Lesson 30 - Applying Text Effects

## **P** Park and Read

Various effects such as bold, italic, underline and shadow can be applied to selected text on a presentation slide. Text colour can also be changed.

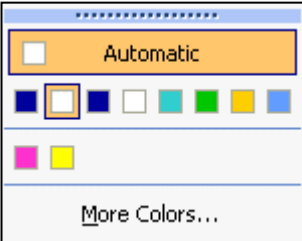


## Manoeuvres

- Using the **Presentation Agenda** slide, select the text in the first column.
- Click the **Bold** button, , to see the effect. Try the **Italic**, , and **Underline**, , in turn. Shadow is already applied, click **Shadow**, , to remove it. Reapply the shadow by clicking .
- Remove all the effects except the shadow when finished.
- Text can be offset from its normal position using subscript and superscript. Add a new **Title and Text** slide and add the title **Text Effects**.
- For the first bullet, type **CIATM** and for the second bullet type **H2O**. Select the letters **TM** from the first bullet, then select **Format | Font** and check the **Superscript** box then click **OK**. 
- Notice how a “trademark” symbol has been created. Now select the **2** from the second bullet and display the **Font** dialog box again, this time selecting **Subscript** before clicking **OK**.
- Select all of the text. Click the drop down arrow on the **Font Colour** button, , also found on the **Drawing** toolbar at the bottom of the screen. The colour box appears.



If the **Drawing** toolbar is not visible, select **View | Toolbars | Drawing**.

- The colours already used or pre-defined as appropriate to this background are shown. Select any available colour or click **More Colors** to choose a new colour from the honeycomb, then click **OK**. 
- With the text still selected, select **Format | Font**. Select any effects and colours desired. Click **OK** to see the effect. Note that some effects cannot be seen properly while the text is still selected.



Text cannot be both **Embossed** and **Shadowed**, nor **Superscript** and **Subscript**.



- Delete this slide from the presentation by switching to **Slide Sorter View**, ensuring the **Text Effects** slide is selected and pressing **<Delete>**.

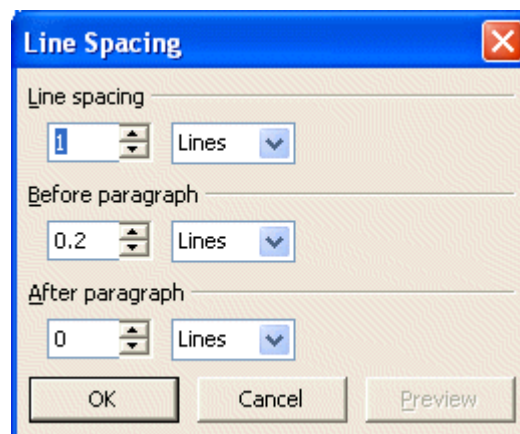
# Driving Lesson 31 - Alignment, Spacing & Case

## **P** Park and Read

Alignment of the text, spacing and case can be altered to suit the user. Spacing out the text can sometimes make it easier to read.

## Manoeuvres

1. Using the **Presentation Agenda** slide of the **CIA** presentation in **Normal View**, select all the text in the first column.
2. Click the **Center** button,  and then the **Align Left** button, , to see the difference.
3. Select **Format | Alignment | Align Right**. Try choosing other alignments from the menu, before reverting back to **Left** aligned.
4. Text can also be aligned vertically in a text box. Click on the left text box and select **Format | Placeholder**. Select the **Text Box** tab and drop the **Text anchor point** list down to display the available options.
5. Select **Bottom** and click **OK** to anchor the text to the bottom of the box. Click the **Undo** button to revert the alignment to the **Top** (the default).
6. Select all the text in the box then select **Format | Line Spacing**. The dialog box appears.



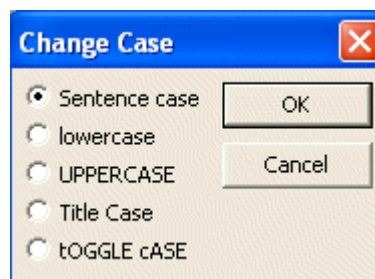
7. Change the **Line Spacing** to **2** lines, either by typing in the box or clicking on the up arrow button until the spacing reads **2**.
8. Click **OK**. The lines of text are now double spaced.



## Driving Lesson 31 - Continued



9. Change the line spacing back to **1**.
10. Change the spacing both **Before** and **After paragraph** to **0.5 Lines** by typing in the appropriate boxes.
11. Click **OK** and notice the difference in how the text is spaced compared to the other column.
12. With the text in the second column selected, choose **Format | Change Case**.



13. Select **UPPERCASE** | **OK**. The text will now be all in upper case.
14. Select **Format | Change Case | lowercase** | **OK**.
15. Select **Format | Change Case | Title Case** | **OK**. The text is back to its original format.
16. Practise changing the alignment and spacing.
17. Change the text in both columns back to normal (left aligned, single line spacing, **0.2** lines before paragraph and **0** lines after paragraph).




## Driving Lesson 32 - Bullets

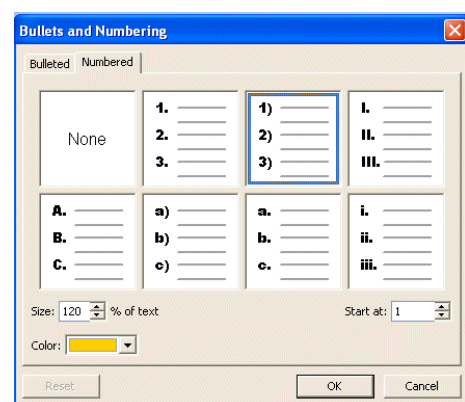
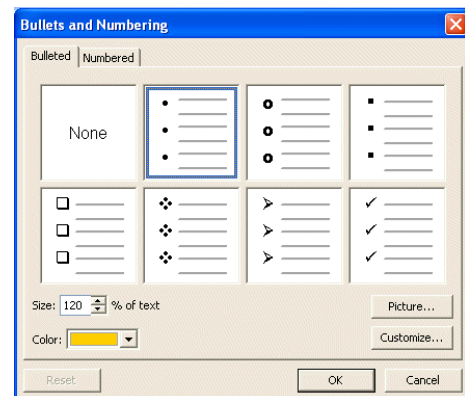
### **P** Park and Read

Text in a list is usually **bulleted**; the type, colour and size of the bullet can be changed. Bullets can also be selected from a grid containing all the symbol characters associated with different fonts.



### Manoeuvres

1. With the text in the first column of the **Presentation Agenda** slide selected, click the **Bullets** button, , to remove the bullets. Click the button again to reapply them.
2. Bulleted text can also have an indent applied to move it further to the right. Select the text in the first column and click **Increase Indent**, .
3. With the text still selected, click **Decrease Indent**, , to remove the indent.
4. Select **Format | Bullets and Numbering**. The **Bullets and Numbering** dialog box appears.
5. Choose a different bullet from the options, select a different colour and size, then click **OK**.
6. The bullets have changed. Select **Format | Bullets and Numbering** again and practise changing bullet types by clicking the **Customize** button and selecting various characters from the grid. Different fonts can be displayed using the **Font** drop down list.
7. With the first column of text selected, display the **Bullets and Numbering** dialog box and select the **Numbered** tab. To number the text, select any **1,2,3** option (an example is shown opposite) and click **OK**.
8. Change the numbering to lower case Roman numerals, i.e. **i,ii,iii**.
9. Now reapply any bullet style to the first column of bullets.
10. Once the bullets in the first column have been changed, apply the same bullet style and text formatting to the second column and leave the presentation open.



## Driving Lesson 33 - Cut & Paste

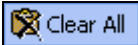
### **P** Park and Read

The **Cut** and **Paste** commands allow text and other items, such as graphics or slides to be moved around a presentation from one place to another, quickly and easily. When an item is cut, it is removed from its original location.

When copied or cut, the item is placed in a temporary storage area known as the **Clipboard**. Up to **24** cut or copied items can be held on the **Clipboard**, which is common to all *Windows* applications.




### Manoeuvres

1. Select **Edit | Office Clipboard** to display the **Clipboard** task pane. If it contains any items, click  to delete them.

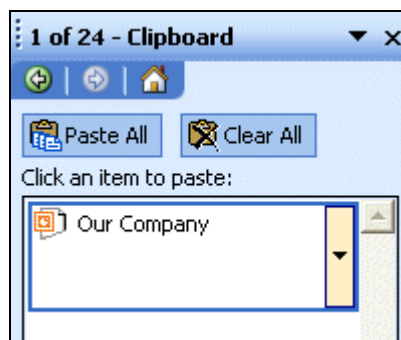


*If any **Task Pane** is displayed, the **Clipboard** can be selected by clicking the **Other Task Panes** drop down arrow at the top right of the pane and selecting **Clipboard**.*

2. Position the cursor in the first line of text on the **Presentation Agenda** slide - **The Company**. Select the word **The**, press the <Delete> key to delete the word and then type in **Our**. Add a space if necessary.
3. Select the first line of text, **Our Company**. Make sure the selection includes the space after the text.
4. Click on the **Cut** button, , and the text is removed from the slide and placed on the **Clipboard**, where it is represented by an icon.




*Alternatively use the **Edit | Cut** menu or the key press <Ctrl X> to cut items and place them in the **Clipboard**.*



5. Place the cursor at the end of **The Products** and press <Enter> to create a new bullet and empty line. Click on the icon from the **Clipboard** to paste the text at the new location.



## Driving Lesson 33 - Continued

- If the text being pasted has a different format to its target location, a **Smart Tag** called **Paste Options** will be displayed, . Click the **Smart Tag** to see the options.
- Select the **Keep Source Formatting** to ensure that the pasted text keeps the formatting it had when it was cut or copied.



*Bullets can pose problems when cutting and pasting. Sometimes blank bullet lines are left behind or created during the process. Press <Backspace> when on an empty line to remove the line and the bullet.*


- Click and drag to select the line **The People** and cut it using any method.
- Open the **My Product2** presentation in **Normal View** and move to slide **5 Product Definition**.
- Place the cursor at the end of **marketed** and press <Enter>.
- Click the icon on the **Clipboard** to paste the text **The People** from the **CIA** presentation.
- Click the **Smart Tag** to see the paste options and select **Keep Text Only** to ensure that the pasted text takes on the formatting of existing text.



*Selecting **Use Design Template Formatting** will ensure that the pasted text takes on the default formatting of the target slide.*

- Change to **Slide Sorter View** and click on slide 10. Now click on the **Cut** button and the slide disappears.



*If the **Clipboard** is not being viewed, the **Paste** button, , the **Edit |Paste** menu or the key press <Ctrl V> can be used to paste the last item cut or copied.*

- To reposition the removed slide, place the cursor to the right of the last slide and click on the **Paste** button.
- Slides can be moved between presentations in the same way as text. Select the new last slide and click the **Cut** button.
- Use the **Taskbar** button to display the **CIA** presentation and select the last slide.
- Click on the **Paste** button. The slide from **My Product2** is inserted at the end.
- Leave both presentations open.

# Driving Lesson 34 - Copy & Paste

## Park and Read

Text, graphics and slides may also be copied. When this action is carried out, the item stays in its original place and a copy of it is placed on the **Clipboard**.

An item that has been cut or copied may be pasted any number of times.

Items can be copied within a slide, between slides, or between presentations.



## Manoeuvres


1. In **Normal View**, select **Our Company** on the **Presentation Agenda** slide. Click on the **Copy** button, .



*Alternatively use the **Edit | Copy** menu or the key press **<Ctrl C>** to copy items.*


2. Look at the **Clipboard** to see that a copy of **Our Company** has been placed there, while the original text has stayed in place.
3. Place the insertion point just after the **s** of **The Products** and press **<Enter>** to create a new bullet and empty line for the copied text to be pasted into. Click on the most recent **Our Company** icon from the **Clipboard** to paste the copied text into the slide at the new location.



*The **Paste** button, , or the key press **<Ctrl V>** can be used to paste the last item cut or copied.*

4. If a new line is not started automatically, press **<Enter>** again to start one and click the **Paste** button. The copied text is pasted again.







*The **Paste Smart Tag**, , can appear and be used in exactly the same way as with cutting and pasting.*

5. Delete the last two insertions of **Our Company**.
6. Use **<Backspace>** to remove all unnecessary blank bullet lines from the list. Remove any extra space.
7. Close the **Clipboard**.
8. Change to **Slide Sorter View** and click on the **Presentation Agenda** slide, slide **2**.



## Driving Lesson 34 - Continued

9. Now click on the **Copy** button, .
10. To paste a copy of the slide, place the cursor on the last slide (slide 3) and click on the **Paste** button, . A copy of the **Presentation Agenda** slide is added to the end of the presentation
11. Use the **Taskbar** to move to the **My Product2** presentation, and in **Slide Sorter View**, place the cursor between slides **1** and **2**.
12. Click . The slide copied from the **CIA** presentation is pasted into this one. Notice how the current slide design is automatically applied to it.
13. Delete the pasted slide, number **2**.
14. Text can be copied between presentations in the same way. On slide **1**, select the **Title** text and click on the **Copy** button, .
15. Use the **Taskbar** to move to the **CiA** presentation.
16. Display slide **3** and select the title text. Click the **Paste** button. The title text from the other presentation is pasted in and replaces the original text.
17. In the **CIA** presentation, delete slides **3** and **4**.
18. Close the **My Product2** presentation without saving and leave the **CIA** presentation open.

## Driving Lesson 35 - Animation Schemes

### **P** Park and Read

Animation can be applied to text and objects on a slide so they appear on the slide in a variety of different ways, e.g. fly from top, dissolve, etc. Animation schemes exist with preset animation that can be applied in 3 possible areas: **Slide Transition** (how does the slide come into the presentation), **Title Animation** (how does the title appear on the screen) and **Body Animation** (how does the rest of the slide appear).




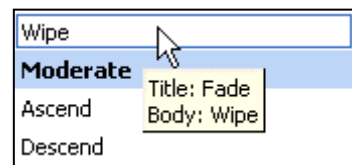
### Manoeuvres

1. Show slide 1, **CIA Training Ltd** in **Normal View**. There is no need to select a particular area as animation schemes apply to the whole slide.
2. Select **Slide Show | Animation Schemes** to display the **Animation Schemes** view of the **Slide Design** task pane



*To remove animation, select No Animation from the task pane.*

3. Make sure the **AutoPreview** box at the bottom of the pane is checked so that any selected scheme is demonstrated immediately in the **Slide** pane.
4. In the list of animation schemes find **Wipe** and leave the pointer over it. A **ToolTip** appears indicating the effects included in this scheme.
5. Click **Wipe** and the effects of the title fading in and the text wiping from the left will be displayed in the **Slide** pane. All effects are shown, regardless of how they are to be triggered.
6. Click the  option from the **Slide Design Task Pane** to see how the slide will actually appear. The slide appears immediately and the title fades in, Click with the mouse to trigger the body text. Press **<Esc>** to return to **Normal View**.



*Animation properties such as triggers, timings and sound are included in some schemes but can only be amended by using the **Custom Animation** feature.*

7. Try out some of the other animation schemes but finally select **Unfold**. This has a **Slide Transition (Push Right)** as well as a **Title effect (Fly In)** and a **Body effect (Unfold)**.



*In **Slide Sorter View** slides with animation are indicated by a star symbol.*

8. Click **Slide Show** to see how the presentation is affected. Remember to click with the mouse where necessary to trigger the next text item.
9. Press **<Esc>** to end the show and return to **Normal View**. Leave the presentation open for the next Driving Lesson.

## Driving Lesson 36 - Custom Animation

### **P** Park and Read

Custom animation allows effects for individual items to be chosen from 4 areas:

**Entrance** effects (how an item comes onto the screen),

**Emphasis** effects (what it does on the screen),

**Exit** effects (how an item disappears)

**Motion Paths** (to move an item around a slide).

More than one animation effect can be applied to the same item.

Customising also allows greater control over such details as the timing and order of the animations, the accompanying sound and the appearance of text after animation. For any selected effect, all the options can be set from a dialog box with 3 tabs.

The **Effect** tab controls the addition of sounds, what happens to the item after animation and whether text appears all at once, word by word or letter by letter.

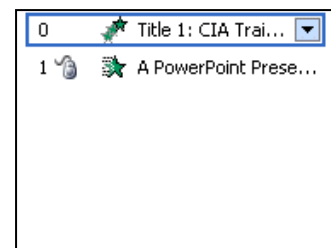
The **Timing** tab controls when an effect is activated - on the click of the mouse or automatically, how fast the effect runs and whether it repeats.

The **Text Animation** tab controls how the effects are applied to a bulleted text list (either to the whole list or by heading/subheading).



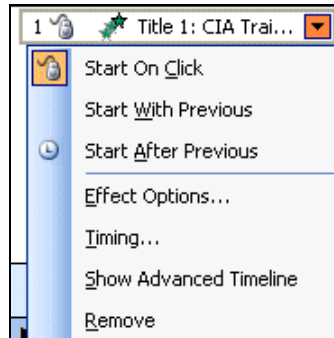
### Manoeuvres

1. In **Normal View** make sure the first (**Title**) slide is selected, then select **Slide Show | Custom Animation**. The **Custom Animation** task pane will be displayed.
2. The individual animated objects set up by the **Animation Scheme** for this slide are listed in the task pane. Click on the **Title** area of the slide in the **Slide** pane at the right of **Normal View**. The **Title** area is highlighted on the slide and in the list.
3. Notice the text areas on the slide have numbered boxes showing the sequence in which they will be animated. The sequence is also shown in the list of animation effects in the task pane. Click on the **Re-Order** down arrow to animate the **Title** after the text. Click the up arrow to return the **Title** to the top of the order again.

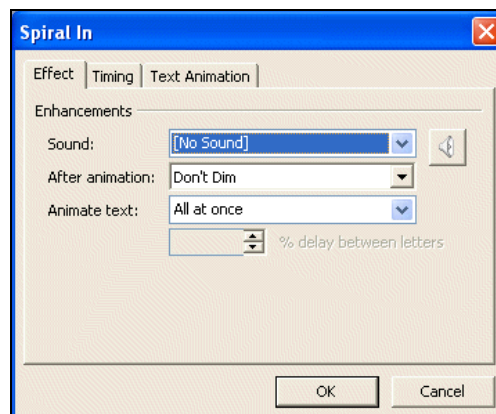


## Driving Lesson 36 - Continued

4. The **Title 1** line in the effects list is already selected, click the **Change** button at the top of the pane and select **Entrance** to see a list of alternative entrance effects. Try out some of the effects and then select **Spiral In** (it may be necessary to select **More Effects** in order to find this effect). Click **OK**.
5. Click the drop down arrow on the **Title 1:** line.



6. Select **Effect Options** to display the dialog box to set all animation controls for the selected effect. Make sure the **Effect** tab is selected.



7. Click in the **Sound** box to display the sounds available to accompany the animation. Select a sound if required.
8. Click in the **Animate text** box, and select to introduce the text **By word**.
9. Select the **Timing** tab and look at the options available. Change the **Speed** setting for the effect.
10. Click **OK** in the dialog box to preview the effect that has just been amended.
11. Click the **Play** button in the task pane to preview all the current animation.
12. Experiment with different effects and settings.
13. Save and close the **CIA** presentation.


## Driving Lesson 37 - Spell Checking

### **P** Park and Read

A presentation can be checked at any time for spelling errors, including repeated words. The spell checker is the same as that in *Word*, it will suggest alternatives for words it does not recognise; these can be accepted or ignored, or in the case of a repeated word, deleted. Words can be added to the dictionary if desired.

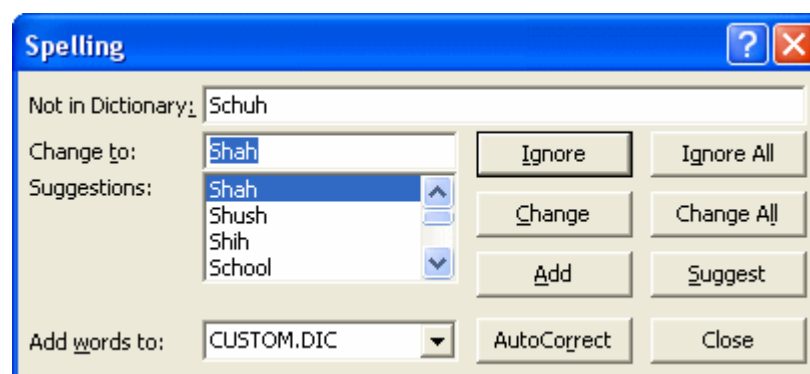
Right clicking on an incorrectly spelled word displays a shortcut menu listing possible alternatives.

### Manoeuvres

1. Open the **Marketing** presentation (words spelled incorrectly will be underlined with a red wavy line).
2. Click on the **Spelling** button,  to start the spell checker, or select **Tools | Spelling**. The spelling for the whole presentation will be checked.
3. When the **Spelling** dialog box appears, either click **Ignore** to leave the selected word unchanged or click **Change** to replace the word. The word can be replaced by selecting one from the **Suggestions** list or by typing a new word into the **Change to** box.



*If necessary, the dialog box can be moved to see the context of the word before making a selection from **Suggestions**. Just click and drag the box by its blue **Title Bar**.*



4. When finished spell checking, click **OK** (if any mistakes were corrected or repeated words deleted). Close the **Spelling** dialog box, if necessary.
5. Leave the presentation on screen for the next Driving Lesson.

# Driving Lesson 38 - Master Pages

## **P** Park and Read

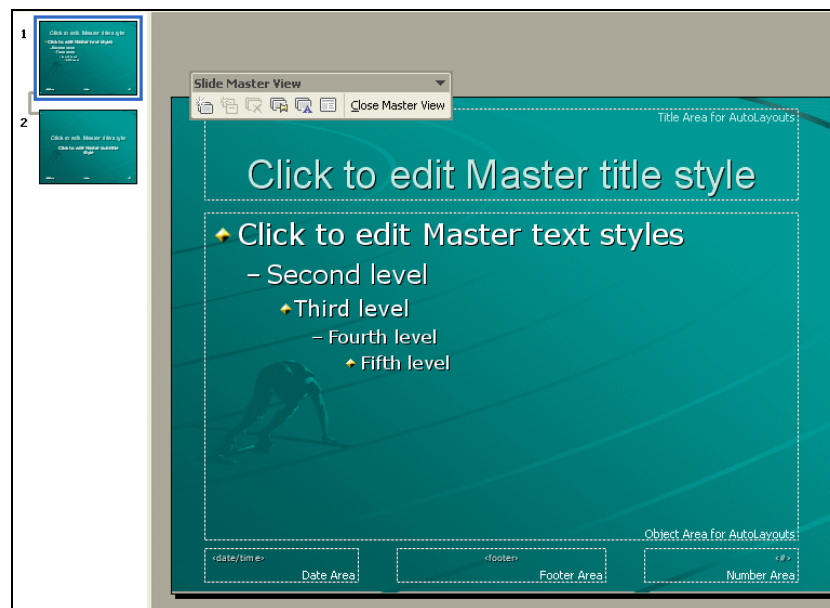
Master pages contain text or graphics that are to be displayed on every page of a presentation. There are four master pages: **Slide**, **Title**, **Handout** and **Notes**, which act as templates, to allow consistent formatting, text and graphics to be applied to the slides, notes and handouts accompanying the presentation.

## Manoeuvres


- Using the **Marketing** presentation, click on slide 1. Select **View | Master | Slide Master**. The **Title Master** and **Slide Master** are shown in the left pane. Select the **Slide Master** (the upper slide) to display it in the main **Slide** pane. Anything put on this slide will appear on every slide except the title slide.



*This is because the **Theme** applied to this presentation has defined a separate master slide for title slides (Title Master).*



*The position of the **Slide Master View** toolbar may vary. It can be dragged out of the way if it obscures the slide.*

- Click the **Text Box** tool, , on the **Drawing** toolbar and drag the mouse to create a text box on the right side of the master slide, across about three quarters of the width of the slide.
- Type **This text appears on every slide except the first.**





## Driving Lesson 38 - Continued

4. Select **View | Normal**. The text entered on to the master slide appears on every slide, except the title slide. It may be obscured by other material on the slide - it is always best to create the master slide before adding material to the individual slides.
5. View the **Slide Master** again and click on **Click to edit Master title style**. Format the title so that it is centre aligned, in bold and underlined.
6. Return to **Normal View** - all slide titles now have this formatting applied.
7. Return to the **Slide Master**. To remove the text typed earlier, click on the text to display it then click on the edge of the text box and press <**Delete**>.
8. To insert an imported object (a picture called **Photo** from the supplied data files) to the master slide select **Insert | Picture | From File**.
9. In the **Look in** box of the **Insert Picture** dialog box, locate the folder with the supplied data files. Select the picture **Photo** and then click **Insert**.



*If the **Picture** toolbar appears, close it.*

10. Resize the photo by clicking on one of the corners, (the cursor should change to ) , and dragging inwards, until it is about half its original size.
11. Move it to the bottom right corner by clicking in the centre, (the cursor should change to ) , and dragging.



*Working with objects in PowerPoint will be covered in more detail in the next Section.*

12. In **Normal View**, notice that the photo has been copied on to every slide in the presentation, except the **Title** slide.
13. To remove the photo, return to the **Slide Master** slide, click on the photo to select it and press <**Delete**>.



*All objects (pictures, images, drawn objects) are deleted in this way.*

14. To change the background colour of all slides, select **Format | Background**.
15. Click the drop down arrow at the bottom of the **Background** dialog box and select the green square.
16. Click **Apply** and switch to **Normal View** to see the change. Because the change was applied to the **Slide Master**, all slide backgrounds, apart from the **Title** slide, have changed.



*If the **Slide Master** were not being viewed, **Apply** would only change the background of the selected slide. It would be necessary to select **Apply to All**.*

17. Close the presentation without saving.

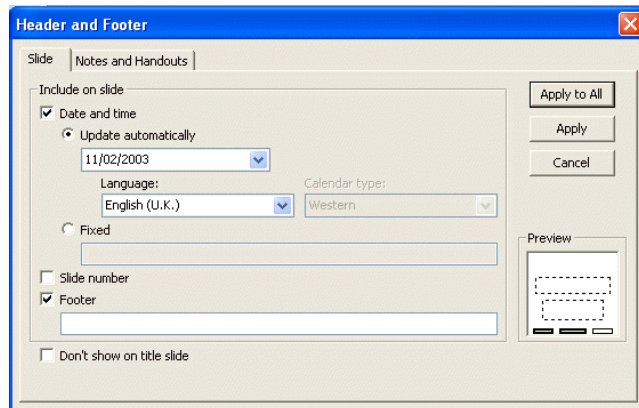
# Driving Lesson 39 - Headers & Footers

## **P** Park and Read

**Headers** and **Footers** are items of information that appear at the top and/or bottom of every slide, or notes and handouts. This information usually consists of the date, the page or slide number and text such as the company name. The date can be fixed or inserted as a field in a number of different formats.

## Manoeuvres

1. Open the **CIA** presentation.
2. To apply a header and footer to slide **1** only, select it in **Normal View**, then select **View | Header and Footer**.
3. Click on the **Slide** tab if not already selected.
4. Place a tick in the **Date and time** checkbox and select to update it automatically.
5. Click on the drop down arrow next to the box displaying the date and choose one of the available formats. The date will always be updated and always in this format.
6. Place a tick in the **Slide number** checkbox so that the slide will be numbered correctly.
7. Choose to have a slide **Footer** and in the text box type **CIA Training Ltd**.
8. Click **Apply** to apply only to the selected slide.
9. Look at slide **2** - there are no headers and footers. Select slide **1** and select **View | Header and Footer**.
10. To stop the date updating automatically select the **Fixed** option from **Date and time** and enter a specific date in the adjacent box. This date will always be shown. Click on **Apply to All** this time to apply the information to all of the slides.
11. Select **View | Header and Footer**, switch to the **Notes and Handouts** tab and select to have **Page numbers** and a **Footer** of **Compliments of CIA Training**. Click on **Apply to All** to apply this to all the notes / handouts.
12. View the slides in **Slide Sorter View**, then in **Notes Page View** to observe the different footers in each view.
13. Save the presentation and close it.



## Driving Lesson 40 - Revision

This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the presentation **Welcome**.
2. Format all of the slide titles to change the text style to **Tahoma**.
3. Increase the title text size to **48 pt**.
4. Change the main bulleted text for each of the slides to **20 pt** and make them bold.
5. Select the subtext on the title master, italicise the text and remove the shadow effect.
6. On the title master, use the line spacing option to format the bulleted lists on each slide to have **0.5 line spacing** before and after each paragraph.
7. Select slide **2**, format the bullets using an arrow character of your choice.
8. Using slide **3** change the bullets to numbers.
9. Use the **Undo** command to undo the last action.
10. Use the **Redo** command to restore the numbers.
11. On slide **2** select the bullet **Founded in 1985...** and cut it from the list.
12. Paste the text at the bottom of the list as a new bulleted line. Delete any blank bulleted lines that may remain.
13. Create a new **Title and Text** slide at the end of the presentation with a title of **History**.
14. With the **Clipboard** task pane open, copy both the text **Founded in 1985...** from slide **2**, and the third bullet from slide **3**.
15. Paste the last 2 copied items to make 2 bullet points on the **History** slide.
16. Ensure the same bullets are applied to both lines.
17. Run the slide show from slide **1**.
18. Save the presentation as **Welcome2** and close it.

If you experienced any difficulty completing the Revision, refer back to the Driving Lessons in this section. Then redo the Revision.

## Driving Lesson 41 - Revision

This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the presentation **Garage** in **Normal View**.
2. Using **Custom Animation**, apply an **Entrance Effect** of **Stretch** to the title (Grange Garages). For this and every other animation effect in this exercise, set the speed to **Slow** to see the effect more clearly.
3. Select each car manufacturer's name in turn and apply an **Entrance Effect** of **Fly in**.
4. Apply the **Entrance Effect** style **Dissolve In** to the **Open Day** text box and the **Finance** text box.
5. View the slide show. Click the mouse to start each effect.
6. Using the **Custom Animation** feature again, apply the following effects:

<u>Slide Object</u>	<u>Animation Effect</u>	<u>Sound</u>
Man/car image	Spiral In	Applause
'Address' box	Zoom	Whoosh

7. Run the slide show.
8. Save the presentation as **Open Day** and close it.

If you experienced any difficulty completing the Revision, refer back to the Driving Lessons in this section. Then redo the Revision.

Once you are confident with the features, complete the Record of Achievement Matrix referring to the section at the end of the guide. Only when competent move on to the next Section.