Poster for Maple Nature Preserve

You are in charge of advertising the monthly information meetings held from May through August at Maple Nature Preserve Area in North Vancouver, British Columbia. You have decided to create a poster to advertise the dates and times of these information meetings. The poster can be displayed on bulletin boards in libraries, community centers, and other areas throughout the neighborhood. To create the poster, you need to Insert Text Objects, Create a Table, and then Add Graphics. The completed poster is shown in Figure H-20 on page 187.

Activity:

Insert Text Objects

You need to start a new presentation, draw a shape, and then enter and format text.

Steps:

1. Create a new presentation in PowerPoint, click the Layout button in the Slides group, click Blank, then save the presentation as Maple Nature Preserve Poster in the location where you store your Data Files

2. Click the Insert tab, click the Shapes button in the Illustrations group, select the Rounded Rectangle shape in the Rectangles section (second from the left), draw a box approximately 8" wide anywhere on the screen, then type Information Meeting
   You do not need to worry about sizing the rectangle shape exactly at this point.

3. Click a blank area of the text box, click the Home tab, click the Font Size list arrow in the Font group, click 32, then click the Bold button in the Font group

4. Click the Drawing Tools Format tab, select the contents of the Height text box in the Size group, type 1, press [Enter], select the contents of the Width text box, type 7.75, press [Enter], then drag the rounded rectangle object to position it as shown in Figure H-12

5. Click away from the text box, click the Insert tab, click the Text Box button in the Text group, click below the rounded rectangle, type Location, press [Enter], then type the address text, as shown in Figure H-13
   You do not need to worry about positioning the text box exactly at this point.

6. Select the word Location, change the font size to 20 pt and apply Bold, select the two address lines, change the font size to 16 pt, click the text box border, then click the Center button in the Paragraph group to center all the text

7. Click away from the text box, click the Insert tab, click Text Box in the Text group, click in a blank area of the slide below the address, type 2010 Meeting Times, then format the text with Bold and 24 pt

8. Add another text box near the bottom of the slide containing the text, For more information, please call [Your Name] at (604) 555-1188, then format the text with 14 pt

9. Drag the three text boxes to the positions shown in Figure H-14, then save the presentation

Hint

You select the border so that any changes you make will be applied to all the text in the box.

Hint

You will align the boxes precisely when you complete the project in the next lesson.

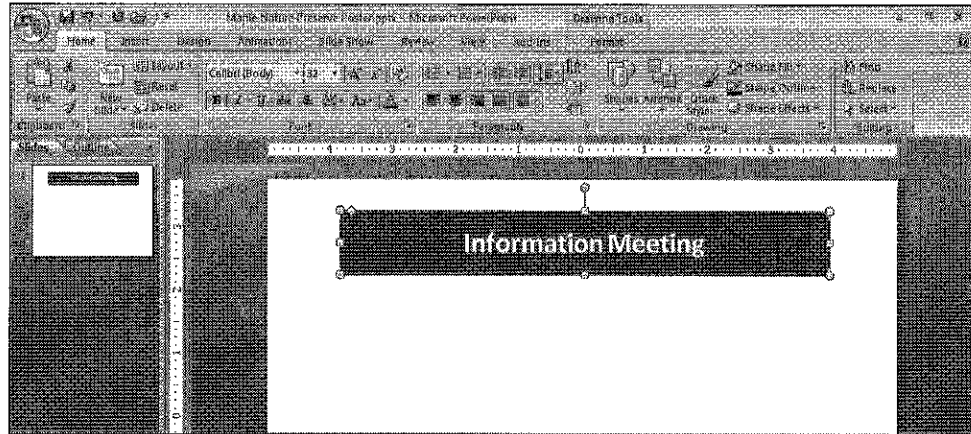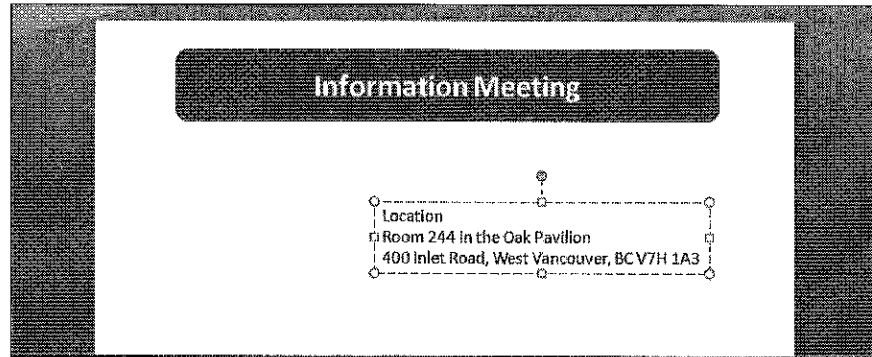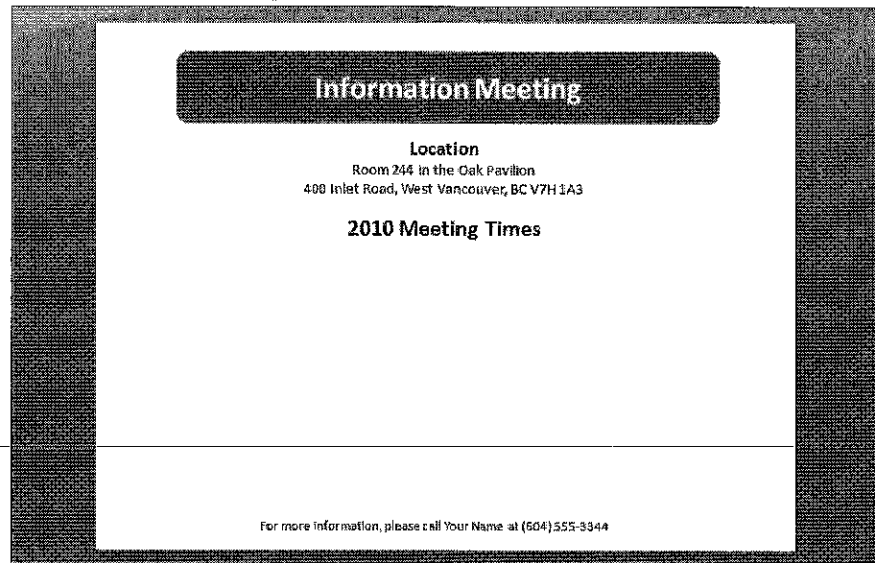**FIGURE H-12: Rounded rectangle object sized and positioned**

Information Meeting

FIGURE H-13: Address text

Information Meeting

Location
Room 244 in the Oak Pavilion
400 Inlet Road, West Vancouver, BC V7H 1A3

FIGURE H-14: Completed text objects

Information Meeting

Location
Room 244 in the Oak Pavilion
400 Inlet Road, West Vancouver, BC V7H 1A3

2010 Meeting Times

For more information, please call Your Name at (604) 555-3344

Activity:

Create a Table

The poster includes a table that lists the meeting times for the months of May, June, and July. You need to create and then modify the table.

Steps:

1. Click the **Insert tab**, click the **Table button** in the Tables group, then drag to create a table consisting of two columns and four rows

2. Click the **More button** in the Table Styles group, select the **Light Style 2 – Accent 3** table style (in the green column), then click the **Banded Columns check box** in the Table Style Options group to select it

3. Move the pointer over the top border to show the ⬚, then drag to position the table as shown in Figure H-15

4. Click in the first cell, then type the text for the table as shown in Figure H-16

5. Select the top row, click the **Home tab**, click the **Center button** in the Paragraph group, select the three cells containing dates in column 1, then click the **Bold button** in the Font group

6. Move the pointer over the **column divider** between columns 1 and 2 to show the ╫, then double-click to autofit the text in column 1

7. Move the pointer over the right border of column 2 to show ╫, then double-click to autofit the text in column 2

8. Click the table border, click the **Table Tools Layout tab**, click the **Center Vertically button** in the Alignment group, then as shown in Figure H-17, drag the bottom border down slightly to increase the height of the table, and then position the table below 2010 Meeting Times

9. Click the rounded rectangle, click the **Drawing Tools Format tab**, click the **More button** in the Shape Styles group, select **Intense Effect – Accent 3** (the center style in the bottom row), click away from the shape to deselect it, then save the presentation

FIGURE H-15: Table positioned

FIGURE H-16: Table text

FIGURE H-17: Table sized and positioned

POSTER FOR MAPLE NATURE PRESERVE

Activity:

Add Graphics

You need to insert two photographs and create a WordArt object using the text "Maple Nature Preserve" so the completed poster appears as shown in Figure H-20.

Steps:

1. Click the **Insert tab**, click the **WordArt button** in the Text group, click **Fill – Accent 3, Powder Bevel** (fifth row, green selection), type **Maple Nature Preserve**, then drag the WordArt object below the table (don't worry about precise positioning at this point)

2. Select the text, click the **Text Effects button** 🔺 in the WordArt Styles group, point to **Bevel**, click **3-D Options**, then modify settings in the 3-D Format dialog box as shown in Figure H-18

3. Click **Close**, click the **Home tab**, reduce the font size to 44 pt, then position the WordArt object just above the information line

4. Click the **Select button** in the Editing group, click **Select All**, click the **Drawing Tools Format tab**, click the **Align button** in the Arrange group, click **Align Center**, then if necessary, use the right or left arrow keys to nudge the selected objects right or left so that they appear centered between the left and right edges of the slide
   You use the Align function to precisely align objects with relation to each other.

5. Click a blank area of the slide to deselect the objects, click the **Insert tab**, click the **Picture button** in the Illustrations group, navigate to the location where you store your Data Files, then double-click **Holly.jpg**

6. Click the **Crop button** in the Size group, then drag the middle right crop mark to the left to crop the picture as shown in Figure H-19

7. Click away from the picture, click the picture again, then size and position the picture so that it appears as shown in the completed poster in Figure H-20

8. Click the **Insert tab**, click the **Picture button** in the Illustrations group, navigate to the location where you store your Data Files, then double-click **Swan.jpg**

9. Move the swan to the upper-right corner of the slide so that it overlaps the rounded rectangle, click the **Send to Back button** in the Arrange group, then crop and position the picture as shown in Figure H-20

10. Print a copy of the presentation, then save and close it
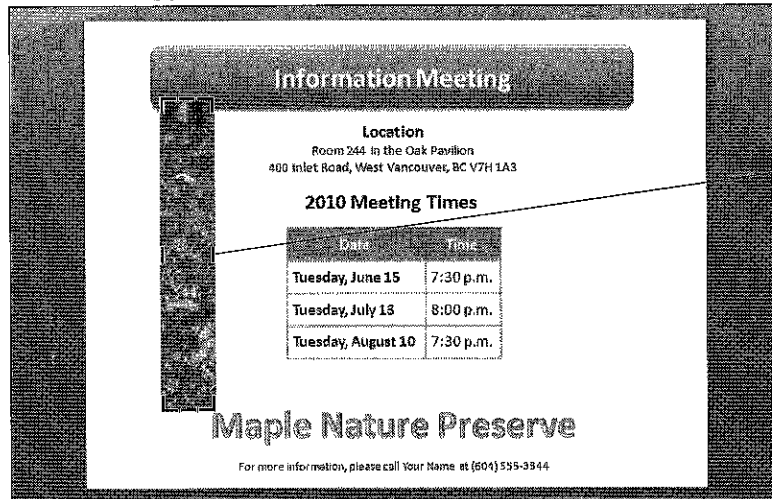
Additional Practice

For additional practice with the skills presented in this project, complete Independent Challenge 2.

FIGURE H-18: 3-D Format options
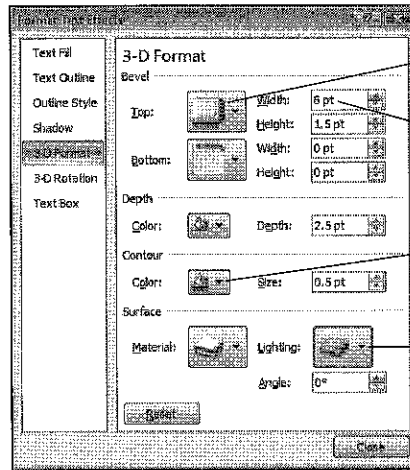
Select the Riblet Bevel style

Change the Width to 6 pt

Change the color to Olive Green, Accent 3, Darker 50%

Select the Two Point lighting style (in the Special group)

FIGURE H-19: Holly picture cropped

Drag the right middle crop handle to crop the picture

FIGURE H-20: Completed poster