

Lecture Presentation on Project Management

You need to give a presentation to your classmates on the basic concepts of project management. You decide to use PowerPoint to create overhead transparencies. You need to **Set Up the Presentation** and **Modify Graphics**. The completed presentation is shown in Slide Sorter view in Figure H-25 on page 191.

Activity:

Set Up the Presentation

You need to enter and then edit text for the presentation in Outline view. Then you need to insert an organizational chart on Slide 6.

Steps:




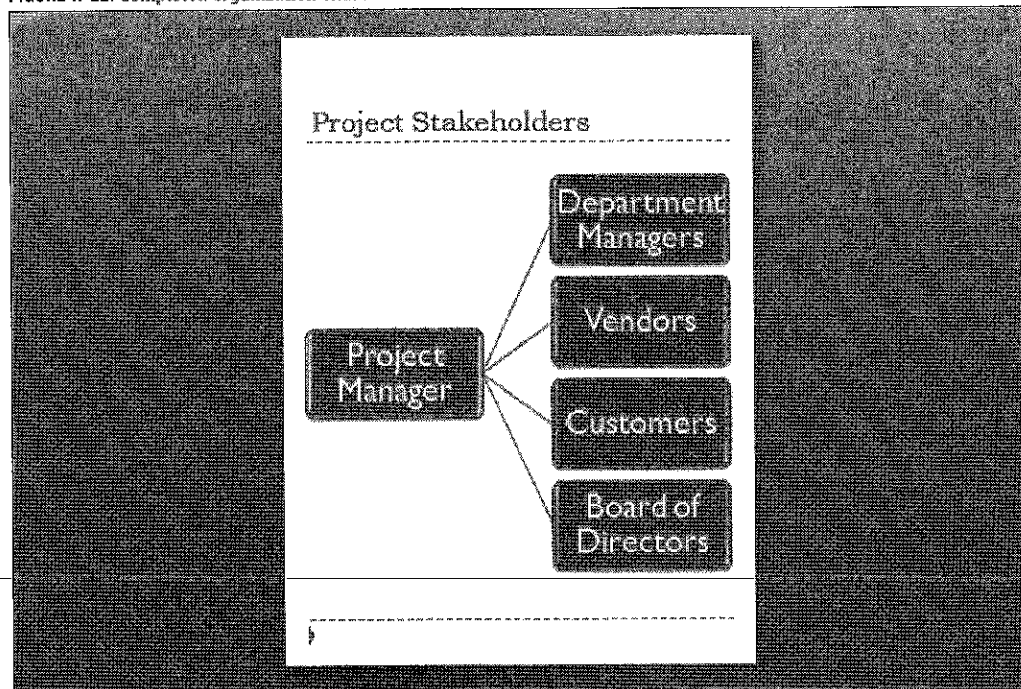
1. Create a new presentation in PowerPoint, click the **Design** tab, click the **Page Setup** button in the Page Setup group, click the **Slides sized for list arrow**, click **Letter Paper (8.5×11 in)**, click the **Portrait** option button in the Orientation Slides section, then click **OK**
2. Click the **Outline** tab, enter the text for the seven slides shown in Figure H-21, check the spelling, then save the presentation as **Project Management Lecture** in the location where you store your Data Files
3. Click the **Design** tab, then select the **Origin** theme
4. Move to **Slide 5**, click the **Insert SmartArt** graphic button  in the object placeholder, click **Hierarchy**, select **Organization Chart** (far-left selection in the top row), then click **OK**
5. Type **Project Manager**, click the edge of the box immediately below and slightly left of the top box (the assistant box), press **[Delete]**, type **Department Managers**, click the middle box, type **Vendors**, click the right box, then type **Customers**
6. Click the **Project Manager** box, click the **Add Shape** list arrow in the Create Graphic group, click **Add Shape Below**, then type **Board of Directors**
The organization chart now contains a total of five boxes—one for the Project Manager and one each for the four stakeholders.
7. Click the **More** button  in the Layouts group, select the **Horizontal Hierarchy** layout (middle selection in the middle row), click  in the SmartArt Styles group, select **Cartoon** (third from the left in the 3-D section), click the **Change Colors** button in the SmartArt Styles group, then select **Colorful-Accent Colors** (the far-left option in the Colorful group)
8. Click a blank area of the slide outside the SmartArt graphic, click the **Design** tab, click the **Colors** button in the Themes group, point to several color schemes, view how the organization chart colors change, depending on the color scheme applied, select the **Concourse** color scheme, compare your slide to Figure H-22, then save the presentation

FIGURE H-21: Outline for the Project Management lecture

Slides Outline

- 1 **Introduction to Project Management**
Your Name
- 2 **Overview**
 - Characteristics of a Project
 - Project Manager Tasks
 - Project Stages
- 3 **What is a Project?**
 - A temporary endeavor that involves a:
 - Connected sequence of activities
 - Range of resources
 - Designed to achieve a specific outcome
 - Operates within time, cost, and quality constraints
- 4 **Stakeholders**
 - A project must meet or exceed the expectations of stakeholders
 - All those with a vested interest in the project
- 5 **Project Stakeholders**
- 6 **Project Manager Tasks**
 - What do you deliver?
 - What cost?
 - What performance standards?
 - To whose satisfaction?
 - By when?
- 7 **Project Stages**

FIGURE H-22: Completed organization chart




Activity:

Modify Graphics

You need to insert a clip-art picture and then modify it by removing an object in the picture that you do not want. You then need to create five aligned text boxes and draw arrows to connect them. The completed presentation in Slide Sorter view is shown in Figure H-25.

Steps:

1. Move to **Slide 4**, click the **Insert** tab, click the **Clip Art** button, type **project** in the Search for text box, find and insert the picture shown in Figure H-23, then close the Clip Art task pane
The picture you insert will include a light yellow background, which you will remove in a later step.
2. Move the picture so it fills the lower-right area of the slide, click the **Group** button in the Arrange group, click **Ungroup**, click **Yes** to convert it to a drawing object, then increase the zoom to 100%
3. Click away from the picture, right-click the picture, point to **Group**, click **Ungroup**, click away from the selected objects, click the **yellow background**, then press **[Delete]**
Most of the picture is deleted—which isn't quite what you had in mind.
4. Click the **Undo** button  on the Quick Access toolbar, right-click the **yellow background**, point to **Group**, click **Ungroup**, click away from the picture again, click just the **yellow background** again, then press **[Delete]**
The yellow background object is removed from the picture.
5. Position the mouse pointer above and to the left of the clip-art picture, click and drag to select all the remaining objects that make up the picture, click the **Drawing Tools Format** tab, click **Group** in the Arrange group, then click **Group**
The modified clip-art object appears as shown in Figure H-23.
6. Move to **Slide 7**, click the **View** tab, click the **Fit to Window** button in the Zoom group, click the **Home** tab, click **Layout** in the Slides group, click the **Title Only** slide layout, draw a text box just below the slide title, type **Initiating**, fill the text box with **Turquoise, Accent 1, Darker 25%**, select the text, change the font color to **white**, change the font size to **28 pt**, center the text, then apply **bold**
7. With the text box selected, click the **Drawing Tools Format** tab, set the width at **4"**, press **[Ctrl][C]**, press **[Ctrl][V]** four times, drag the currently selected text box to the bottom of the slide (just above the dotted line), use your mouse to select all five text boxes, click the **Align** button in the Arrange group, click **Distribute Vertically**, click the **Align** button again, then click **Align Center**
8. Change the text in each of the four copied text boxes as shown in Figure H-24, click **Shapes** in the Illustrations group, click the **Arrow** shape in the Lines section, draw a vertical arrow between the top two boxes (see Figure H-25), copy it and paste it three times, position the arrows as shown, select all the arrows, then change the **Weight** to **6 pt**
9. Switch to **Slide Sorter** view, change the **Zoom** to 100%, compare the completed presentation to Figure H-25, print a copy of the presentation as handouts, six to a page, then save and close the presentation

Trouble

You need to be connected to the Internet to find the clip art of the checkmark. Also verify that **All Collections** is selected in the Clip Art task pane.



Hint

Sometimes you need to ungroup a picture two or more times before you can select and delete specific objects.

Additional Practice

For additional practice with the skills presented in this project, complete **Independent Challenge 3**.

FIGURE H-23: Modified clip-art object

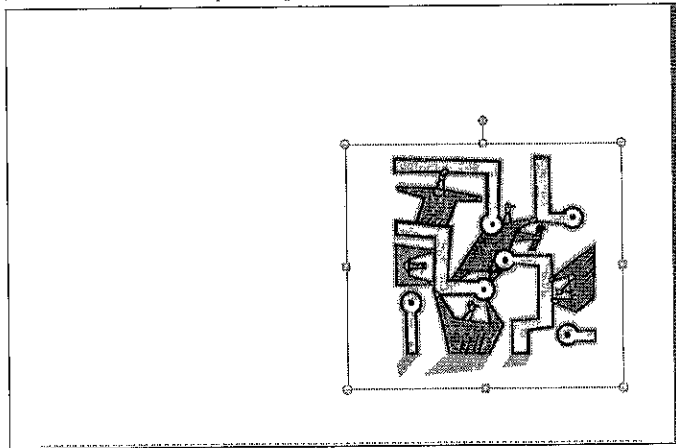


FIGURE H-24: Text boxes and arrows on Slide 8

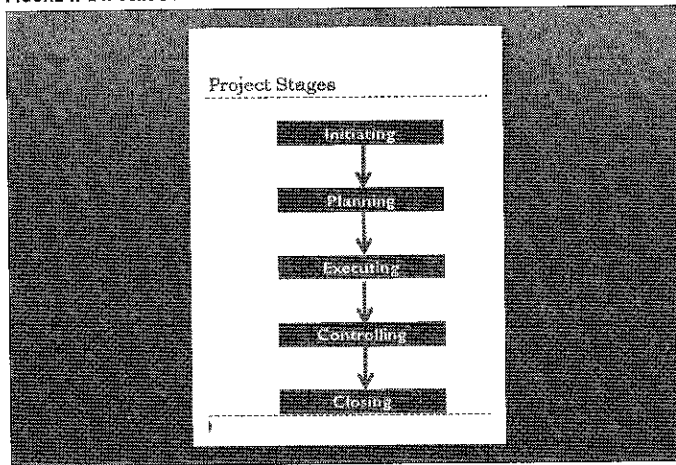


FIGURE H-25: Completed presentation in Slide Sorter view

