

# Office 2007/2010 Conversion

In general, the existing directions related to Microsoft Office products contain specific information on how to find the feature. In Office 2007/2010, these features are in obvious locations, like the **Home** tab on the ribbon instead of the **Drawing** toolbar. Additionally, in Office 2010, some features have been discontinued. The conversion provides updated instructions for Office 2007/2010.

### Activity 2-2

9. Select **Insert>Illustrations>Shapes** in the ribbon and then click the **Rectangle** button in the drop-down menu that is displayed.
11. You need to add a text box on top of the button to label the button. This can be done quickly by clicking the **Text Box** button on the ribbon (**Insert>Text>Text Box**) and then clicking the rectangle.
28. Right-click on the highlighted text and select **Numbering...** from the shortcut menu.
29. Select the A, B, C format in the shortcut menu.
30. Click **Insert>Illustrations>Shapes** on the ribbon and select the **Left Arrow** button in the drop-down menu. Click and drag on the slide below the answers to draw the arrow.

### Activity 2-3

2. Select **Home>Slides>Layout** on the ribbon and choose the blank slide in the drop-down menu.
3. Select **Insert>Illustrations>Shapes** on the ribbon and click the **Trapezoid** button in the **Basic Shapes** group of the drop-down menu.
6. Select **Insert>Illustrations>Shapes** on the ribbon and click the **Isosceles Triangle** button in the **Basic Shapes** group of the drop-down menu. Draw a triangle for the sail.



10. In the **Drawing** panel on the **Home** tab of the ribbon, click the arrow next to the **Shape Outline** button. Then, select **No Outline** in the drop-down menu.
11. In the **Drawing** panel on the **Home** tab of the ribbon, click the arrow next to the **Shape Fill** button. Then, select **Texture** and locate the oak sample in the flyout menu.
14. Select **Insert>Illustration>Clip Art** on the ribbon. The **Clip Art** panel is displayed on the right-hand side of the screen.
18. Select one of the portholes. On the ribbon, select **Home>Drawing>Shape Fill**.
19. Select **Picture** in the drop-down menu and browse for the Porthole Face01 file.
23. In the **Illustrations** panel on the **Insert** tab of the ribbon, click the **Shapes** button. Then, select the **Punched Tape** button in the **Flowchart** group in the drop-down menu. Click and drag on the slide to create a shape from the left edge to the right edge and about 1" tall. This is one wave.
45. Locate the **Zoom** slider in the bottom-right corner of the screen. Drag the slider to about a 50% zoom level. This zooms out to give you more working space around the slide.
47. Office 2007: Select **Animations>Animations>Custom Animations** on the ribbon to open the **Custom Animation** task pane panel.  
Office 2010: Select **Animations>Advanced Animation>Animations Pane** on the ribbon to open the **Animation Pane** panel.
48. Office 2010: Select **Animations>Advanced Animation>Add Animation Path** on the ribbon. Then, select **Custom Path** option in the drop-down menu that is displayed.
49. Office 2010: Start off of the slide on the left-hand side. Click, hold, and drag to draw a slightly wavy path across the slide. End well off of the slide on the right-hand side of the screen. Press the [Esc] key to stop drawing the path.
64. Office 2010: Change the **Results should be:** setting to **Audio**.
66. Office 2010: Move the speaker icon for the inserted sound off of the slide so it will not show up in the animation, but will still play.
67. Office 2010: The male scream sound needs to be modified so it will play with the sinking of the ship. With the sound (speaker) selected, click **Animations>Advanced Animation>Add Animation**. Then, select **Play** in the drop-down menu.
68. Office 2010: On the **Animation Pane** panel, click the arrow next to the sound event and select **Start With Previous** from the drop-down list.