

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 4-1

7. With the rectangle selected, locate the **Shape Fill** tool.

13. With the line selected, click the arrow next to the **Shape Outline** tool on the **Home** tab of the ribbon.
14. Select the white color swatch in the drop-down list.
15. Click the arrow again and select **Weight>6 pt** to change the width of the line.

21. With the circle selected, click the arrow next to the **Shape Fill** tool on the **Home** tab of the ribbon.
22. Select the **No Fill** option in the drop-down list.
23. Click the arrow next to the **Shape Outline** tool and select the white color swatch.
24. Click the arrow again and select **Weight>6 pt** to change the width of the line.
25. With the circle selected, click the **Format** tab in the ribbon.
26. In the **Size** panel of the **Format** tab, enter 2.5 in the **Shape Height** and **Shape Width** text boxes.
27. The shape is now a circle that fits inside of a 2.5" × 2.5" box (the circle's diameter is 2.5").

31. Double-click on the rectangle to display the **Format** tab on the ribbon.
32. Remove the fill color (**Format>Shape Styles>Shape Fill**).

43. Office 2007: In the application menu (Office button), select **Save As>Other Formats**.
Office 2010: Click the **File** tab in the ribbon and select **Save As**.

46. Click the **Insert** tab on the ribbon and then click the **Clip Art** button.
56. Click outside of the slide to deselect the avatar. Then, double-click on the tummy or “bean” section of the avatar to display the **Format** tab in the ribbon. (Depending on the clipart selected, it may need to be ungrouped more than once.)
57. Click the arrow next to the **Shape Fill** tool and select the red color swatch.
63. Office 2007: Select **Animations>Animations>Custom Animation** in the ribbon.
Office 2010: Select **Animations>Advanced Animation>Add Animation** in the ribbon.
64. Office 2007: Click the **Add Effect** button to display a menu. Then select **Motion Paths>Draw Custom Path>Scribble**.
Office 2010: In the drop-down list displayed by picking the **Add Animation** button, scroll down to the **Motion Paths** group and select **Custom Animation**.
65. Click near the ball, hold down the mouse button, and drag the pencil cursor to draw a path for the ball to follow.
66. Office 2007: Releasing the mouse button ends the path.
Office 2010: Press [Esc] to end drawing the path.

Activity 4-5

2. Click the **Page Layout** tab in the ribbon. Change the page orientation to landscape (click the **Orientation** button) and set all margins to .5” by clicking the **Margins** button and selecting **Narrow**.
4. Select **Insert>Shapes>Flowchart: Stored Data** in the ribbon and add the shape to the slide.
6. Office 2010: Click the **Format** tab on the ribbon.
7. Office 2010: In the **Size** panel on the **Format** tab, change the size so the object is 10” wide and 1” tall. Remember, the object is rotated so the height and width are now flip-flopped.
8. Office 2010: Right-click on the object and select **Format Shape...** from the shortcut menu. In the **Format Shape** dialog box, click the **Fill** tab and remove the fill color. Click the **Line Color** tab and change the line color to black. Click the **Line Style** tab and change the line width to 2.25 points. Close the **Format Shape** dialog box.
10. Click **Insert>Illustrations>Shapes** in the ribbon and select the **Line** tool. Add black vertical lines to create multiple bricks.
11. Select all of the vertical lines by holding the [Ctrl] key and clicking on every line. Then, click the **Shape Outline** button on the **Shape Styles** panel of the **Format** tab in the ribbon to change the color to black and the thickness to 2.25 points.
In the paragraph below step 11, to turn off the grid snap, click **Format>Arrange>Align** in the ribbon and select **Grid Settings...** from the shortcut menu. In the **Drawing Grid** dialog box, uncheck all snaps.

19. Office 2007: In the **Format Object** dialog box, click the **Color and Lines** tab, then click the **Fill Effects...** button.
Office 2010: In the **Format Shape** dialog box, select the **Fill** tab and click the **Gradient Fill** radio button. This displays more options.
20. Office 2010: In the **Type:** drop-down list, select **Linear**. In the **Angle:** text box, enter 0.
21. Office 2010: Be sure three gradient "stops" are displayed on the gradient bar. See **Figure 5A**. This is the default. If needed, add or remove stops using the buttons to the right of the gradient bar.
22. Office 2010: Click the stop at the beginning (left-hand stop) to select it. Click the **Color** button below the gradient bar and select a light gray color swatch.
23. Office 2010: Click the stop in the middle to select it and set the color to a dark gray (almost black).
24. Office 2010: Click the stop at the end (right-hand stop) to select it and set the color to the same light gray used for the left-hand stop.
25. Office 2010: Click the **Direction:** button above the gradient bar and choose the sample that is dark in the middle and light on the left and right. There are two that can be used.
26. Office 2010: Click the **Close** button to see the object rendered.

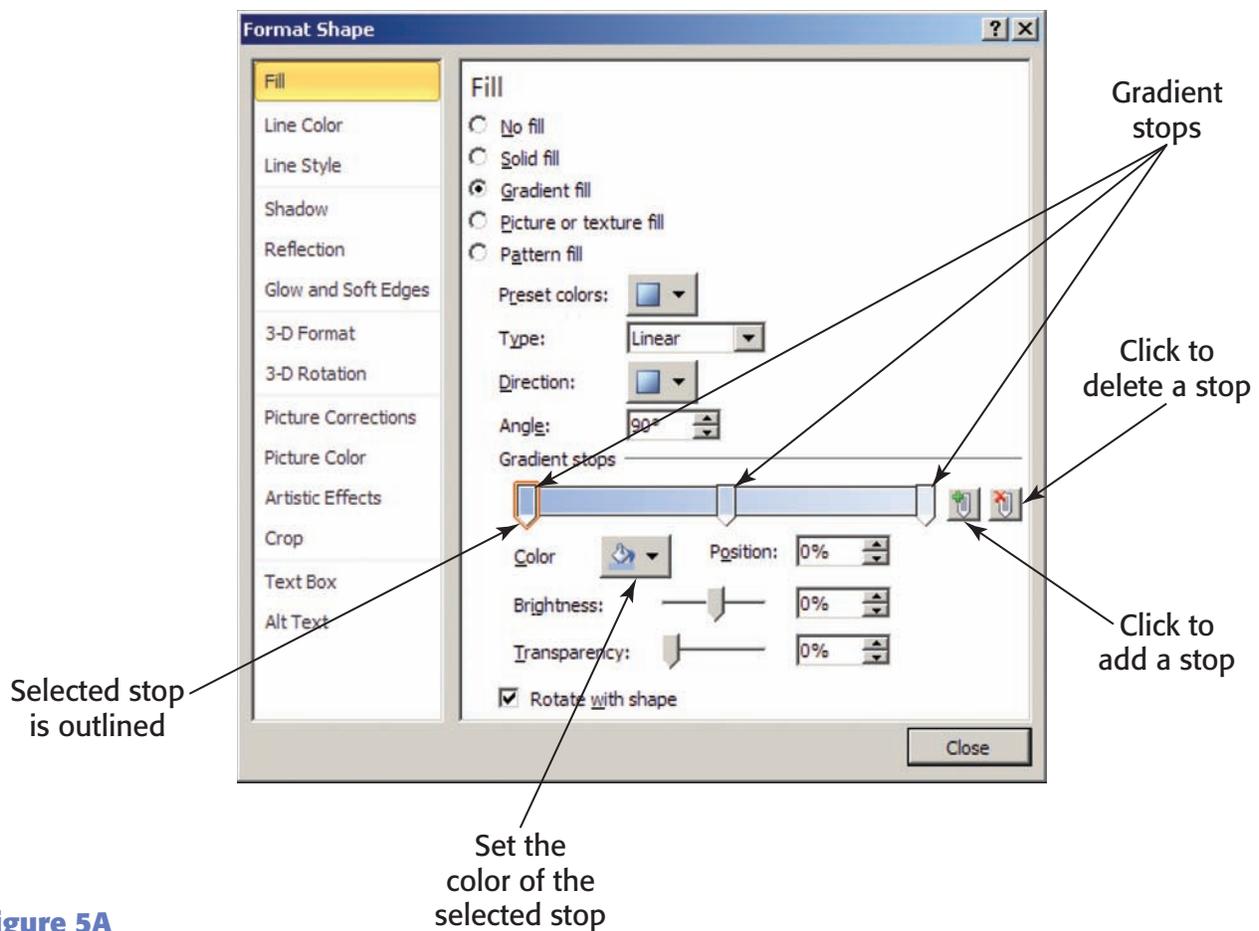


Figure 5A

Activity 4-6

3. (the **Drawing** toolbar is not used in Office 2007/2010)
4. Select **Insert>Illustrations>Shapes** on the ribbon and click the **Rectangle** button. Draw a rectangle of any size on the page.
5. Click the **Format** tab on the ribbon. In the **Size** panel, change the size to 3" wide by 1" tall.
6. Office 2007: Right-click on the rectangle and select **Format AutoShape...** from the shortcut menu.
Office 2010: Right-click on the rectangle and select **Format Shape...** from the shortcut menu.
7. Office 2007: In the **Color and Lines** tab, change the line color to black and set the line weight to 2.25.
Office 2010: In the **Line Color** tab, change the line color to black. In the **Line Style** tab, change the width to 2.25 points.
8. Office 2007: In the **Color and Lines** tab, click the **Fill Effects...** button. In the **Fill Effects** dialog box, create a one-color gradient with a light gray that fades to a dark black on the right edge.
Office 2010: In the **Fill** tab, click the **Gradient** radio button. In the **Type:** drop-down list, select **Linear**. In the **Angle:** text box, enter 0. Click the stop at the beginning (left-hand stop) to select it. Click the **Color** button below the gradient bar and select a light gray color swatch. Click the stop in the middle to select it and click the **Remove Gradient Stop** button to delete the stop. Click the stop at the end (right-hand stop) to select it and set the color to a dark gray.
9. Office 2007: Close the **Format AutoShape** dialog box.
Office 2010: Leave the **Format Shape** dialog box open and continue to step 10.
10. Office 2007: With the rectangle selected, click **Format>3D Effects>3D Effects** in the ribbon and then select the **3D Style 2** option in the **Parallel** group.
Office 2010: In the **3D Rotation** tab of the **Format Shape** dialog box, click the **Presets:** button and then select the **Oblique Top Left** option at the bottom of the list. See **Figure 6A**. In the **3D Format** tab, change the depth color to medium gray and set the depth amount to 50 points. Change the contour color to black and set the contour size to 2.25 points. Finally, close the **Format Shape** dialog box.
11. With the block selected, press [Ctrl][C] to copy it. Then, press [Ctrl][V] to paste it. Move the new block above the first block.
12. With the pasted block selected, use the ribbon (**Format>Size**) to change the block to 1.5" wide by 1" tall.

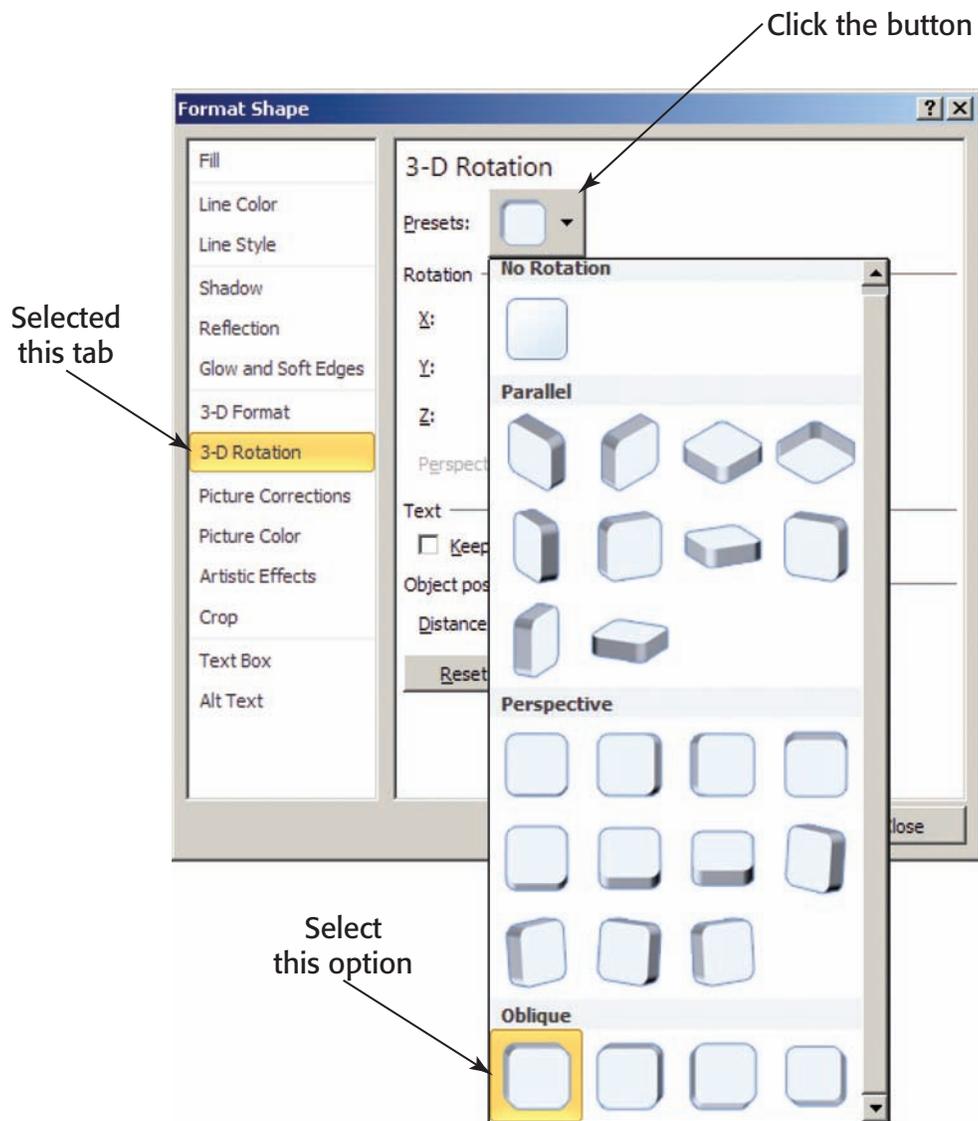


Figure 6A