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.