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 7-2

28. Change the page layout of the slide (click Design>Page Setup>Page Setup in the ribbon) so it is 56” wide and 3” tall.

29. Office 2007: Use the Clip Art panel (click Insert>Illustrations>Clip Art in the ribbon) to search for an image of buildings. You may need to search the clipart on www.office.com. Then, insert the image onto the slide. Office 2010: Use the Clip Art panel (click Insert>Images>Clip Art in the ribbon) to search for an image of buildings. You may need to search the clipart on www.office.com. Then, insert the image onto the slide.

32. Select all of the building images and group them (right-click and select Group>Group).