

# Business and Presentation Graphics part 1

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## Graphic objects

Students must be able to format and edit any graphic objects. At the final exam, you will find some examples below. The difficulty level is matched to the ECDL PowerPoint Advanced level.

### Task 1

- a. Rescale the graphic object: Environmental degradation on slide 1 on the left, so that it is 60% high and 64% width of the original.
- b. Trim the graphic object: Wind farm on the right side of the slide 1 cm to the left and 2 cm to the right

### Exercise 2

- a. Fill in the green shape on the top left corner of slide 2 with beach.jpg from the exam folder.
- b. Make a 25% transparent effect on the filled shape.

### Exercise 3

- a. Format the graphic object: Group of people on slide 2, giving it a Washout effect
- b. Format the graphic object: Cups, located on slide 2, removing the previous effect. Only change the colour of the saucers to red.

### Task 4

- a. Remove the black background from the world map image on slide 2
- b. Place the graphic object: Dollar, from slide 2 so that it is horizontally 5cm from the centre of the slide and vertically 3cm from the centre of the slide.

### Task 5

- a. Save slide 2 of the graphic.pptx presentation in the exam folder in GIF format as slide2-a.gif
- b. Save slide 2 of the graphic.pptx presentation in the examination folder in JPEG format as slide2-b.jpg
- c. Save slide 2 of the presentation graphic.pptx in the examination folder in PNG format as slide2-c.png

### Task 6

- a. In slide 3, trim the graphic object: Beach 1cm on the left, 2cm on the right, and 1cm from the bottom of the slide.
- b. On slide 3, change the colour of the cup to red and the saucer to blue.
- c. Rescale graphic object: Increase to 110% of its original size. Make sure the aspect ratio is locked.

### Task 7

- a. On slide 4, set the shape's 3-D rotation: High standard, giving a Z-rotation of 20 degrees, making sure the text will not change
- b. On slide 4, set the 3-D shape format: High Standard, giving the item a Surface Material with Effect: Dark Edge

### **Task 8**

On slide 4:

- a. Transfer the Entertainment shape style to the Relaxation shape.
- b. Add a shadow with a diagonal perspective (Top left) to the Entertainment shape
- c. To fill the Relaxation shape, set the transparency effect to 30%.

### **Task 9**

On slide 5:

- a. Format the graphic with the mouse so that the image cannot be recoloured.
- b. Set the brightness of the mouse's graphic object to 30%.

### **Task 10**

On slide 5:

- a. Transfer the formatting of the Spare Parts shape to the Accessories shape.
- b. Add 3-W x: 20 degrees Y: 20 degrees rotation to the Software shape. Keep text flat
- c. To fill the Computers shape, add a transparency effect of 30%

### **Task 11**

On slide 6:

- a. Remove recolouring from the picture of the Information Sign
- b. Increase the size of the sign by 50%: "Driving instruction left" both horizontally and vertically, and then mirror (horizontally flip)
- c. In the text below the character, set the space between characters to normal. Change the font to Gill Sans MT (body text). Remove the font Strikethrough option.

### **Task 12**

On slide number 7:

- a. Change the settings of the graphic elements (3 circles) so that the texts in all circles are fully visible. Do not move circles or text, and don't remove the coloured background.
- b. Apply the yellow shadow effect to both pictures of people.
- c. Remove the cork from the drawing showing the bottle of champagne.
- d. In place of the title: **Key Events**, insert the WordArt object with the same content. Format the inserted object so that it has the shape: Add an orange, semi-transparent shadow effect to it.