Preparing for . . .

Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 10 – Using External Content | | | |
| To Do List: | | | □ Notice the *Lesson Objectives* found on page 321. |
|  | | | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 321. |
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| **Skill Set – Creating Presentations the Outline Tab** | | | |
| Narrative Text: | Page 322 | | |
| **Practice the Skill** | | Page 323   * Capture a screen shot, when the exercise is finished, focusing on the information visible in the outline tab. | |
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| **Skill Set – Creating Presentations from Word Outlines** | | | |
| Narrative Text: | Page 324 | | |
| **Practice the Skill** | | Page 325   * Capture a screen shot of the *Open* dialogue box after #2. * Capture a screen shot, when the exercise is finished, focusing on the information visible in the outline tab. | |
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| **Skill Set – Reusing Slides from an Existing Presentation** | | | |
| Narrative Text: | Page 326 | | |
| **Practice the Skill** | | Page 328   * Capture a screen shot of the *Reuse Slides* task pane after #5. | |
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| **Skill Set – Inserting Hyperlinks** | | | |
| Narrative Text: | Page 328 | | |
| **Practice the Skill** | | Page 332   * Capture a screen shot while working on #26. * Capture a screen shot while working on #27. * Capture a screen shot while working on #29 – one of the screen tips needs to be visible on the screen shot. | |
| Narrative Text: | Page 333 – Inserting and Modifying Action Buttons | | |
| **Practice the Skill** | | Page 336   * Capture a screen shot while working on #19. * Capture a screen shot while working on #20, before exiting the Slide Master. | |
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| **Skill Set – Inserting Media Clips** | | |
| Narrative Text: | Page 338 – Using Movies | |
| **Practice the Skill** | | Page 340   * Capture a screen shot while working on #3. * Capture a screen shot while working on #16. |
| Narrative Text: | Page 341 – Using Sounds | |
| **Practice the Skill** | | Page 343   * Capture a screen shot while working on #3. * Capture a screen shot while working on #12. |
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| **Skill Set – Copying Elements on Slides** | | |
| Narrative Text: | Page 344 | |
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| **To Do List:** | | □ Save all documents on the Hshare drive (be sure to create and/or save in the folder with your name on it). **Be sure screen shots and/or files are neat, organized, and shown in the order they were completed.** |
|  | | □ Notice the Lesson Summary found on page 346. |
|  | | □ Look over the Review Questions found on page 346 – there might be a quiz! |