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.
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| 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.
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| 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! |