Preparing for . . .

Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 11 – Collaborating and Sharing Presentations |
| To Do List: | □ Notice the *Lesson Objectives* found on page 347. |
|  | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 347. |
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| **Skill Set – Reviewing Presentations** |
| Narrative Text: | Page 348 – Working with Comments, Showing/Hiding Markups |
| **Practice the Skill** | Page 350* Print the comments, as described on page 349, after #10.
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| **Skill Set – Protecting Presentations** |
| Narrative Text: | Page 351 – Adding Digital Signatures, Setting Passwords |
| **Practice the Skill** | Page 355* Capture a screen shot while working on #7.
* Capture a screen shot while working on #11.
 |
| **Optional Exercise** | Page 356* No screen shot required.
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| Narrative Text: | Page 357 – Identifying Compatibility Issues |
| **Practice the Skill** | Page 358* Capture a screen shot while working on #2.
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| Narrative Text: | Page 359 – Using the Document Inspector |
| **Learn the Skill** | Page 359* Capture a screen shot while working on #3.
* Capture a screen shot of the *Document Inspector* dialogue box, when the results become visible, after #7.
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| Narrative Text: | Page 361 – Using Information Rights Management, Marking Presentation as Final |
| **Learn the Skill** | Page 362* Capture a screen shot, while working on #2, showing a similar dialogue box to the one at the top of page 363.
* Capture a screen shot while working on #6.
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| **Practice the Skill** | Page 363* Capture a screen shot while working on #2.
* Capture a screen shot after #7.
* Capture a screen shot of the dialogue box while working on #11.
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| **Skill Set – Saving with Specific File Types** |
| Narrative Text: | Page 365 – Using PPS for Slide Shows |
| **Practice the Skill** | Page 366* Capture a screen shot while working on #3.
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| Narrative Text: | Page 366 – Compressing Images |
| **Practice the Skill** | Page 367* Capture a screen shot while working on #5.
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| Narrative Text: | Page 368 – Saving for Viewing on the Web |
| **Practice the Skill** | Page 370* Capture a screen shot while working on #2.
* Capture a screen shot while working on #8.
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| **Skill Set – Packaging Presentations for a CD** |
| Narrative Text: | Page 371 |
| **Practice the Skill** | Page 373* Capture a screen shot while working on #8.
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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 376. |
|  | □ Look over the Review Questions found on page 376 – there might be a quiz! |