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. | |
| Narrative Text: | Page 357 – Identifying Compatibility Issues | | |
| **Practice the Skill** | | Page 358   * Capture a screen shot while working on #2. | |
| 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. | |
| 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. | |
| **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. |
| Narrative Text: | Page 366 – Compressing Images | |
| **Practice the Skill** | | Page 367   * Capture a screen shot while working on #5. |
| 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! |