Preparing for . . .

Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 12 – Preparing and Rehearsing the Presentation |
| To Do List: | □ Notice the *Lesson Objectives* found on page 377. |
|  | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 377. |
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| **Skill Set – Customizing the Slide Show** |
| Narrative Text: | Page 378 – Showing Specific Slides |
| **Practice the Skill** | Page 378* Capture a screen shot of the *Set Up Show* dialogue box before finishing #4.
 |
| Narrative Text: | Page 379 – Using Custom Shows |
| **Practice the Skill** | Page 381* Capture a screen shot after #10.
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| Narrative Text: | Page 383 – Hiding One or More Slides* Take a moment to review the information in this section.
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| **Skill Set – Rehearsing the Presentation** |
| Narrative Text: | Page 384 – Customizing Rehearsed Timings |
| **Practice the Skill** | Page 387* Capture a screen shot of Slide Sorter View before exiting the presentation.
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| Narrative Text: | Page 388 – Running a Slide Show with Narration |
| **Learn the Skill** | Page 388* No screen shot required.
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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 389. |
|  | □ Look over the Review Questions found on page 389 – there might be a quiz! |