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. | |
| 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. | |
| 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! | |