Preparing for . . .

Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 3 – Working with Text Content | | | |
| To Do List: | | | □ Notice the *Lesson Objectives* found on page 95. |
|  | | | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 95. |
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| **Skill Set – Using Text Boxes** | | | |
| **Description, page, additional information** | | | |
| Narrative Text: | Pages 96-97 | | |
| **Learn the Skill** | | *Insert & remove text boxes in a new presentation*  – Pages 98-100   * Capture a screen shot with the Selection Pane visible after #29. * Capture a second screen shot also with the Selection Pane visible before closing the presentation.   Paste in a Word document to be used throughout the Lesson saved on the Hshare drive later. | |
| Narrative Text: | Pages 101-103 | | |
| **Learn the Skill** | | *Size text boxes & apply formatting in an existing presentation*  – Pages 103-107   * Capture a screen shot of the News Flash slide before closing the file. | |
| **Practice** | | Pages 108-109   * Capture a screen shot of the Hiking Warm-up slide before closing the file. | |
| Narrative Text: | Pages 109-113 | | |
| **Learn the Skill** | | *Change alignment, orientation & rotation of text boxes in an existing presentation*  – Pages 113-116   * Capture a screen shot of the News Flash slide before closing the file. | |
| **Practice** | | Page 116   * Capture a screen shot of the Menu slide before closing the file. | |
| Narrative Text: | Page 117 | | |
| **Learn the Skill** | | *Set text box margins in an existing presentation*  – Pages 117-118   * Capture a screen shot of the Format Shape dialogue box while completing #9 * Capture a screen shot of the Hiking Warm-up slide before closing the file. | |
| Narrative Text: | Pages 119-121 | | |
| **Learn the Skill** | | *Set tabs in text boxes in a new presentation*  – Pages 121-122   * Capture a screen shot of the Tabs dialogue box after completing #9. * Capture a screen shot of showing the horizontal ruler and part of the slide before closing the file. | |
| **Practice** | | Pages 122-123   * Capture a screen shot of the Tabs dialogue box after completing #8. * Capture a screen shot of the Tabs dialogue box after completing #16. * Capture a screen shot of showing the horizontal ruler and part of the slide before closing the file. | |

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| Narrative Text: | Page 124 | | | |
| **Learn the Skill** | | *Create text box columns in an existing presentation*  – Pages 124-125   * Capture a screen shot with the Format Shape/Columns dialogue box showing. | | |
| **Practice** | | Pages 125   * Capture a screen shot showing the Project Definition slide before closing the file. | | |
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| **Skill Set – Using WordArt** | | | | |
| **Description, page, additional information** | | | | |
| Narrative Text: | Page 126 | | | |
| **Learn the Skill** | | *Insert, modify and delete WordArt in a new presentation*  – Pages 126-127   * Capture a screen shot after #12. | | |
| **Practice** | | Pages 127-128   * Capture a screen shot showing the Car Models slide before closing the file. | | |
| Narrative Text: | | Page 128 | | |
| **Learn the Skill** | | *Format WordArt in an existing presentation – Pages 128-129*   * Capture a screen shot showing the Car Models slide before closing the file. | | |
| Narrative Text: | | Pages 129-130 | | |
| **Learn the Skill** | | *Apply Quick Styles in an existing presentation – Page 130*   * Capture a screen shot showing the Car Models slide before closing the file. | | |
| **Practice** | | Page 131   * Capture a screen shot showing the slide before closing the file. | | |
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| To Do List: | | | | | □ Save all documents on the Hshare drive (if using the Hshare drive, save your work in the folder with your name on it and document file names should indicate the lesson number). **Be sure screen shots and/or files are organized in the order they were completed.** | |
|  | | | | | □ Notice the *Lesson Summary* found on page 132. | |
|  | | | | | □ Look over the *Review Questions* found on page 132 to prepare for a quiz over Lesson 3 – Working with Text Content. | |
|  | | | | | □ Complete the *Apply Your Skills Exercise*, for this lesson, beginning on page A15-A16 at the back of the book. This activity counts as a quiz grade.   * Save a screen shot of Slide Sorter view when you’re finished. | |