Preparing for . . .



Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 4 – Working with Illustrations & Shapes | | | | |
| To Do List: | | | □ Notice the *Lesson Objectives* found on page 133. | |
|  | | | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 133. | |
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| **Skill Set – Using Pictures** | | | | |
| **Description, page, additional information** | | | | |
| Narrative Text: | Pages 134-135 – Inserting Pictures from Files | | | |
| **Learn the Skill** | | *Insert and link to a picture file in a new presentation*  – Pages 135-137   * Capture a screen shot showing the Open dialog box as described in #18.   Paste in a Word document to be used throughout the Lesson saved on the Hshare drive later. | | |
| **Practice** | | Pages 137-138   * Capture a screen shot showing the Open dialog box as described in #15. | | |
| Narrative Text: | Page 139 – Inserting a Photo Album | | | |
| **Learn the Skill** | | *Insert a photo album in a new presentation*  – Pages 139-140   * Capture a screen shot after the exercise is complete (should look similar to the example shown after #10.) | | |
| **Practice** | | Page 141   * Capture a screen shot after the exercise is complete. | | |
| Narrative Text: | Pages 141-142 – Inserting Clip Art (if you don’t know how to do this by now, you should consider repeating Freshmen BMT class ☺) – No need to do the exercises. | | | |
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| **Skill Set – Modifying Pictures** | | | | |
| **Description, page, additional information** | | | | |
| Narrative Text: | Page 145 – Changing Picture Brightness, Contrast, and Recoloring a Picture | | | |
| **Learn the Skill** | | *Change picture brightness and contrast and recolor a picture in an existing presentation*  – Page 145   * Capture screen shots (3 of them) that show each option visible on the screen: Recolor, Brightness, Contrast | | |
| **Practice** | | Pages 146-147   * Capture a screenshot while you select the change requested in numbers 6 & 7. | | |
| Narrative Text: | Pages 147-148 – Changing Illustration Effects | | | |
| **Learn the Skill** | | *Add, change & remove illustration effects*  – Pages 148-149   * Capture a screen shot of the slide after all picture changes have been made. | | |
| **Practice** | | Page 141   * Capture a screen shot of the slide after all picture changes have been made. | | |
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| **Skill Set – Inserting Shapes** | | |
| **Description, page, additional information** | | |
| Narrative Text: | Pages 150-151 – Selecting Illustrations and Shapes | |
| **Learn the Skill** | | *Select and insert shapes into a presentation*  – Pages 151-155   * Capture a screen shot with the Selection Pane and rulers visible. |
| **Practice** | | Pages 155-156   * Capture screen shot from slide sorter view. |
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| **Skill Set – Modifying Illustrations and Shapes** | | |
| **Description, page, additional information** | | |
| Narrative Text: | Pages 156-158 – Modifying Text in Shapes and Formatting Shapes | |
| **Learn the Skill** | | *Insert and connect shapes, insert ext into shapes, select shapes, and modify shape fill & font colors*  – Pages 159-160   * Capture a screen shot while working on #10. |
| **Practice** | | Pages 160-162   * Capture a screen shot after the exercise is complete. |
| **Narrative Text:** | | Page 163 – Changing Shapes, Applying Quick Styles |
| **Learn the Skill** | | *Change shapes, add and modify shape text and apply Quick Styles* – Pages 164-165   * Capture a screen shot after the exercise is complete. |
| **Practice** | | Pages 165-166   * Capture a screen shot after the exercise is complete. |
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| **Skill Set – Arranging Illustrations and Shapes** | | |
| **Description, page, additional information** | | |
| Narrative Text: | Pages 166-169 – Using Gridlines & Guides, Using the Ruler, Sizing, Scaling or Rotating Content | |
| **Learn the Skill** | | *Use gridlines, guides and the ruler to size, scale and rotate shapes*  – Pages 170-171   * Capture a screen shot while working on #10. |
| **Practice** | | Pages 171-172   * Capture a screen shot after the exercise is complete. |
| **Narrative Text:** | | Pages 172-173 – Changing the Order of Content, Grouping or Ungrouping Content |
| **Learn the Skill** | | *Ungroup, change the order of shapes & group shapes* – Pages 173-174   * Capture a screen shot showing all objects selected and again after all are grouped. |
| **Practice** | | Pages 174-175   * Capture a screen shot of the selection pane after #7. * Skip #8. |
| **Narrative Text:** | | Pages 175-176 – Aligning Content |
| **Learn the Skill** | | *Align Shapes* – Page 176   * Capture a screen shot after the exercise is complete. |
| **Practice** | | Page 177   * Capture a screen shot after #17. * Skip #8. |

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| To Do List: | □ Save all documents on the Hshare drive, using the folder with your name on it **Be sure screen shots and/or files are organized in the order they were completed.** |
|  | □ Notice the *Lesson Summary* found on page 178. |
|  | □ Look over the *Review Questions* found on page 178 to prepare for a quiz over Lesson 4. |
|  | □ Complete the *Apply Your Skills Exercise*, for this lesson, beginning on page A16-A18 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. |