Preparing for . . .



Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 5 – Working with SmartArt | | | |
| To Do List: | | | □ Notice the *Lesson Objectives* found on page 179. |
|  | | | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 179. |
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| **Skill Set – Creating a SmartArt Diagram** | | | |
| **Description, page, additional information** | | | |
| Narrative Text: | Pages 180-181 – Using the Text Pane | | |
| **Learn the Skill** | | *Create a hierarchy SmartArt graphic in a new presentation*  – Pages 181-182   * Capture a screen shot, while the SmartArt dialogue box is open, after #19.   Paste in a Word document to be used throughout the Lesson saved on the Hshare drive later. | |
| **Practice** | | Pages 182-183   * Capture a screen shot, while the SmartArt dialogue box is open, after #15. | |
| Narrative Text: | Page 183 – Creating SmartArt using Bullet Points | | |
| **Learn the Skill** | | *Create a cycle SmartArt graphic using bullet points*  – Pages 183-184   * Capture a screen shot, while the SmartArt dialogue box is open, after #27. | |
| **Practice** | | Pages 185-187   * Capture a screen shot, while the SmartArt dialogue box is open, after #23. | |
| **Narrative Text:** | | Page 187 – Converting Text to SmartArt | |
| **Learn the Skill** | | *Convert text to a Workflow SmartArt graphic* – Page 188   * Capture a screen shot showing your work during #3. | |
| **Practice** | | Pages 188-189   * Capture a screen shot, while the SmartArt dialogue box is open. | |
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| **Skill Set – Modifying SmartArt Diagrams** | | | |
| **Description, page, additional information** | | | |
| Narrative Text: | Page 189 – Adding, Modifying or Deleting Text | | |
| **Learn the Skill** | | *Add, modify and delete text*  – Pages 189-190   * Capture a screen shot, while the SmartArt dialogue box is open, after #6. | |
| **Practice** | | Pages 190   * Capture a screen shot when the exercise is complete. | |
| Narrative Text: | Page 191 – Adding and Modifying Themes | | |
| **Learn the Skill** | | *Add and modify themes, theme colors, fonts and effects*  – Pages 191-192   * Capture screen shots (4 of them) that show each option visible on the screen. | |
| **Practice** | | Page 192   * Capture a screen shot when the exercise is complete. | |

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| **Narrative Text:** | Page 193 – Adding, Modifying and Deleting Quick Style Effects |
| **Learn the Skill** | *Add, modify and delete Quick Style Effects* – Page 193   * Capture screen shots (3 of them) that show each option visible on the screen. |
| **Practice** | Page 194   * Capture a screen shot when the exercise is complete. |
| **Narrative Text:** | Pages 194-195 – Changing the Diagram Layout |
| **Learn the Skill** | *Change the diagram layout* – Page 195   * Capture a screen shot that shows the change visible on the screen. |
| **Narrative Text:** | Page 196 – Changing the Orientation |
| **Learn the Skill** | *Change the orientation of a SmartArt graphic –* Pages 196-197   * Capture a screen shot when the exercise is complete. |
| **Practice** | Pages 198-199   * Capture a screen shot when the exercise is complete. |
| **Narrative Text:** | Pages 199-200 – Changing the Diagram Type |
| **Learn the Skill** | *Change the diagram type* – Page 200   * Capture a screen shot when the exercise is complete. |
| **Practice** | Pages 200-202   * Capture a screen shot when the exercise is complete. |

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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 202. |
|  | □ Look over the *Review Questions* found on page 202 to prepare for a quiz over Lesson 5. |
|  | □ Complete the *Apply Your Skills Exercise*, for this lesson, beginning on page A18-A20 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. |