Preparing for . . .

Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 6 – Working with Charts and Tables | | | | |
| To Do List: | | | | □ Notice the *Lesson Objectives* found on page 203. |
|  | | | | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 203. |
|  | | | | |
| **Skill Set – Inserting Charts** | | | | |
| **Description, page, additional information** | | | | |
| Narrative Text: | Pages 204-206 Changing Chart Type | | | |
| **Learn the Skill** | | *Insert a chart and change a chart type* –Pg 206-208   * Capture a screen shot in slide sorter view when the skill is complete   Paste in a Word document to be used throughout the Lesson saved on the Hshare drive later. | | |
| Narrative Text: | Page 210 Adding Chart Elements | | | |
| **Learn the Skill** | | *Add chart elements* – Pg 210-211   * Capture a screen shot in slide sorter view when the skill is complete | | |
| **Narrative Text:** | | Page 214-216 Formatting Chart Elements | | |
| **Learn the Skill** | | *Format chart elements* – Pg 217-218   * Capture a screen shot in slide sorter view when the skill is complete | | |
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| **Skill Set – Using Tables** | | | | |
| **Description, page, additional information** | | | | |
| Narrative Text: | Page 220-221 Insert and Draw Tables | | | |
| **Learn the Skill** | | *Insert and draw tables* – Pg 222-223   * Capture a screen shot in slide sorter view when the skill is complete | | |
| Narrative Text: | Page 225 Formatting the Table | | | |
| **Learn the Skill** | | *Format a table and apply styles* – Pg 227-228   * Capture a screen shot in slide sorter view when the skill is complete | | |
| ***Narrative Text:*** Page 230-232 Changing Alignment | | | | |
| **Learn the Skill** | | | *Change table alignment and add images* – Pg 232-233   * Capture a screen shot in slide sorter view when the skill is complete | |
| ***Narrative Text:*** Page 236 Inserting Tables from Microsoft Word/Excel | | | | |
| **Learn the Skill** | | | *Insert a Word 2007 table* – pg 236   * Capture a screen shot in slide sorter view when the skill is complete | |