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. |
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| **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
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| **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
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| ***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
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