Preparing for . . .

Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 7 – Working with Slide Masters |
| To Do List: | □ Notice the *Lesson Objectives* found on page 239. |
|  | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 239. |
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| **Skill Set – Using Slide Masters** |
| **Description, page, additional information** |
| Narrative Text: | Pages 241 – Creating, Modifying or Removing a Slide Master |
| **Learn the Skill** | *Create, modify and remove a slide master*– Pages 241-242* Capture a screen shot showing the Master view

Paste in a Word document to be used throughout the Lesson saved on the Hshare drive later. |
| Narrative Text: | Page 244 – Renaming a Slide Master |
| **Learn the Skill** | *Learn how to rename a slide master*– Pages 244* Capture a screen shot in slide sorter view with the *Rename Master* dialogue box visible.
 |
| **Narrative Text:** | Page 245 – Preserving a Slide Master |
| **Learn the Skill** | *Learn how to preserve a slide master in a presentation* – Page 245-246* Capture a screen shot in slide sorter view when the exercise is complete.
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| Narrative Text: | Pages 246 – Inserting a Layout |
| **Learn the Skill** | *Learn how to insert a layout Slide Master view in a presentation*– Page 247* Capture a screen shot in slide sorter view when the exercise is complete.
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| **Skill Set – Formatting a Slide Master** |
| **Description, page, additional information** |
| Narrative Text: | Page 251 – Applying Themes |
| **Learn the Skill** | *Apply themes to the slide master*– Page 252* Capture a screen shot in slide sorter view when the exercise is complete.
 |
| Narrative Text: | Page 254 – Adding BackgroundsPage 255 – Changing the Color Scheme |
| **Learn the Skill** | *Apply backgrounds to the slide master and change the slide master color scheme*– Pages 256-275* Capture a screen shot in slide sorter view when the exercise is complete
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| **Narrative Text:** | Page 259 – Hiding Background Graphice |
| **Learn the Skill** | *Learn how to hide background graphics* – Page 260-261* Capture a screen shot in slide sorter view when the exercise is complete
 |
| **Narrative Text:** | Pages 262-264 Adding Quick Styles |
| **Learn the Skill** |  Apply quick styles, headers and footers, text boxes, slides and placeholders to a slide master – Page 264-266* Capture a screen shot in slide sorter view when the exercise is complete
 |
| **Narrative Text:** | Page 268 – Inserting Graphics  |
| **Learn the Skill** | *Learn how to add a graphic from Clip Art to a slide master–* Pages 268* Capture a screen shot in slide sorter view when the exercise is complete
 |
| **Narrative Text:** | Pages 269 – Inserting Date and Time |
| **Learn the Skill** | *Learn how to add a graphic from Clip Art to a slide master* – Page 269-270* Capture a screen shot in slide sorter view when the exercise is complete
 |
| **Narrative Text:** | *Page 271 – Inserting an Object and a Symbol* |
| **Learn the Skill** | *Learn how to add a symbol to a slide master – Page 271-272** *Capture a screen shot in slide sorter view when the exercise is complete*
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