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. | |
| |  |  |  | | --- | --- | --- | | 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 Backgrounds  Page 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* |