Preparing for . . .

Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 8 – Using Animations |
| To Do List: | □ Notice the *Lesson Objectives* found on page 275. |
|  | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 275. |
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| **Skill Set – Inserting Animations** |
| **Description, page, additional information** |
| Narrative Text: | Pages 276 – Applying, Changing, or Removing Animations |
| **Practice the Skill** | *Add, change and remove animations* – Pages 277* Capture a screen shot while working on #11.

Paste in a Word document to be used throughout the Lesson saved on the Hshare drive later. |
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| **Skill Set – Customizing Animations** |
| **Description, page, additional information** |
| Narrative Text: | Pages 278 – Inserting Effects |
| **Practice the Skill** | *Add Entrance, Emphasis and Exit custom animations* – Pages 282* Capture a screen shot while working on #24.
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| Narrative Text: | Page 284 – Adding Motion Paths |
| **Learn the Skill** | *Add motion path animation*– Pages 287* Capture a screen shot after #13 – be sure the shot shows the entire screen.
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| **Narrative Text:** | Page 288 – Changing Animation Settings, Remove Custom Animation |
| **Practice the Skill** | *Insert motion paths, change animation speed, order, and effect and sound options* – Page 291* Capture a screen shot after #33.
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| **To Do List:** | □ Save all documents on the Hshare drive (be sure to create and/or save in the folder with your name on it). **Be sure screen shots and/or files are neat, organized, and shown in the order they were completed.** |
|  | □ Notice the Lesson Summary found on page 292. |
|  | □ Look over the Review Questions found on page 292 – there might be a quiz! |