Preparing for . . .

Microsoft Certified Application Specialist

Microsoft Office PowerPoint 2007

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| Lesson 9 – Finalizing the Presentation |
| To Do List: | □ Notice the *Lesson Objectives* found on page 293. |
|  | □ Notice the *Lesson Buttons*, to be covered in this lesson, found on page 293. |
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| **Skill Set – Creating Notes** |
| Narrative Text: | Page 295 – Customizing the Notes Master |
| **Practice the Skill** | *Customize the notes master & create notes* – Page 298* Export the notes to word with notes next to slides – save the Word document as *Practice Page 299*. This process is described on pages 309 – 310.
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| **Skill Set – Creating Handouts** |
| Narrative Text: | Page 300 – Customizing the Handout Master |
| **Practice the Skill** | Page 302* Capture a screen shot of the Print Preview window after #12.
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| **Skill Set – Previewing the Presentation** |
| Narrative Text: | Page 303 – Modifying Preview Options |
| **Practice the Skill** | Page 304* Capture a screen shot after #12.
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| **Skill Set – Printing Slides** |
| Narrative Text: | Page 305 – Modifying Print Options, Printing Notes, Printing Handouts, Printing Outlines |
| **Practice the Skill** | Page 308* Capture a screen shot after #6—do not actually print as stated in #8.
* Turn in the printout for #13 – make sure your name is on it.
* Turn in the printout for #18 – make sure your name is on it.
* **DO NOT** print the slides as described in #19 through #22.
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| Narrative Text: | Page 309 – Sending a Presentation to Microsoft Word |
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| **Skill Set – Running the Slide Show** |
| Narrative Text: | Page 311 |
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| **Skill Set – Setting Slide Show Options** |
| Narrative Text: | Page 312 |
| **Practice the Skill** | *Practice setting up the slide show* - Page 314* Capture a screen shot while the title slide is being shown on screen in slide show view.
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| Narrative Text: | Page 314 – Using the Presentation Tools |
| **Practice the Skill** | Page 316* Capture a screen shot while completing #5.
* Capture a screen shot while completing #9.
* Capture a screen shot while completing #11.
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| Narrative Text: | Page 317 – Applying, Modifying and Deleting Transitions |
| **Practice the Skill** | Page 318* Capture a screen shot of slide sorter view after completing the exercise.
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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 319. |
|  | □ Look over the Review Questions found on page 319 – there might be a quiz! |