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. | |
| 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. | |
| 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. | |
| 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! | |