

# POWERPOINT

## Using the Text Book Learning Microsoft PowerPoint 2003

Key each of the following and create a section for them and place them in your Company Portfolio. Attach a cover sheet and hand in the material for each project.

**Print as handouts (6 per page) unless indicated to print outlines or notes pages.**

### LEVEL – 1

### LEVEL – 2

<b>Lesson 1</b> <b>Create, Save, and Print a Presentation</b> Exercises 1 – 9, pp. 2 – 66 Hand in all exercises starting w/ Ex. 3	<b>Lesson 4</b> <b>Enhance Slides with Graphics and Objects</b> Exercises 24 – 30, pp. 134 - 170 Hand in all exercises	
<b>Lesson 2</b> <b>Modify Text and Enhance Slides</b> Exercises 10 – 17, pp. 68 - 104 Hand in all exercises except 17	<b>Lesson 5</b> <b>Work with Slide Shows</b> Exercises 31 – 40, pp. 172 - 220 Hand in all exercises except 31, 35, 37 Print only 4 pages for Ex. 33	
<b>Lesson 3</b> <b>Work with Slide Objects</b> Exercises 18 – 23, pp. 106 - 132 Hand in all exercises	<b>Lesson 6</b> <b>PowerPoint and the Web</b> Exercises 41 – 49, pp. 222 - 257 Hand in all exercises except 44 and 45	
<b>LEVEL – 3</b>		
<b>Lesson 1</b> <b>My Life Assignment (50 pts)</b> Get handouts from the Instructor for this Level.  Show Instructor Slide Show when completed	<b>Lesson 2</b> <b>Your Choice of Topic Assignment (75 pts)</b>  Show Instructor Slide Show when completed	<b>Lesson 3</b> <b>Decade Research Assignment (100 pts)</b>  Turn in Printed Notes Pages when completed

- **UPON COMPLETION OF LESSONS IN EACH LEVEL – SHOW THE INSTRUCTOR ALL WORK TO GET CREDIT FOR THE LEVEL**

**Put a header on each document.** Include your name, filename and date. For example:

Paul Sadler – PPT39 – 2/11/05

**\*\*PowerPoint will only allow one line for a header**

**Spell check and proofread all documents.** You and only you are responsible for the accuracy of your documents.

**Print preview** your documents before you send them to the printer.

**Print only ONCE!**

**Three hole punch** your documents and put them in your company portfolio.

**Save your documents** to your Company folder on the H: drive