

Page 12 PowerPoint Do all 4 graders. Download the myitlab file for each grader and Instructions file. Do the work. If there is anything you do not understand consult your book. Below are page numbers. When done with Grader save it on 2 USB drives and upload it to myitlab for checking by Pearson. They will grade it and give you points. You may redo to raise your grade. Check the grade book in myitlab for your grades. To see what you did wrong right click in grader window click on View submissions.

What to Learn about PowerPoint Create slide titles and sub text, Put your name on first slide, Insert graphic (such as clip art) and pictures, change the slide background, Add slide transitions between slides, Animate text, Animate graphics, Make a gradient background, set timings, add music, add speakers notes, know about 7 x 7, use slide sorter view, use outline view, use spell checker, save the presentation on a flash drive, insert a table, use bullets, decrease-increase bullet level, bring in slides from outline, change slide order, apply a design theme, show the slide show, Print out handout six slides per page print presentation in outline view, add header text and page numbers to Notes and Handouts. 26 items

PPT NOTES Ch1 VIEWS 845, speaker notes 850 save show 850, plan 855, assess it 858, review 859, insert media 865, add table 866, animations, transitions 866, header footer 869, run **navigate 876**, print 879 Header footer INSERT TAB header, pick slide, notes or handouts, click desired options, apply to all.

clk = click

Ch 2 use template 900, modify 902, create in outline view 908, modify outline structure 909, print outline 911, import outline 916, reuse slides 916, use sections 920, design principles 921, modify theme 923, modify slide master 924

modify placeholder 904, modify layout 905, 2x ck to expand or collapse slide in outline

Slides from outline is on home it recognizes rtf, txt and html bad as web doc

to reuse slides clk new slide, reuse slides.

Modify slide master VIEW TAB slide master, pick one, make modifications, close master view

Ch 3 create shapes 944, Apply quick styles 949, Create Smart Art 963, modify art 966,

Create Word Art 970, modify, 970, modify objects 977, arrange objects 984.

INSERT shapes pick, size position.

Lock Drawing Mode rt clk shape select Lock Drawing Mode, clk to create shape, clk and drag to add more, when done hit Esc.

Draw lines and connectors select line clk begin spot drag. Hold shift to make horiz vertical or 45 angle.

Curved lines clk curve shape slk at peaks and valleys 2clk to end

Connectors clk a connector line clk at square

Freeform shapes select shape clk and draw drag to curve 2clk to end

948 Vertices are anchor points DRAWING TOOLS FORMAT TAB Clk Edit shape, clk edit points, drag.

Rt clk for more options.

Applying quick styles. To apply quick style to a shape select shape, clk FORMAT TAB clk more button clk the quick style.

950 Select multiple objects clk shift or Ctrl Fills clk shape fill in Shape Styles group

Fill with picture 952 use picture fill option fill with gradient select Gradient then gradient options

963-4 custom gradient Change shape outlines change style or line weight DRAWING TOOLS

Shape outline, weight, weight options on More lines. 956 Shape effects on FORMAT tab presets

963 Smart Art. Text in Smart Art 966 some only allows one level others two

967 modifying Smart Art clk on shape in smart art diagram, clk SMART ART TOOLS DESIGN TAB, clk add shape arrow in graphic group, select add shape after....

967 Add theme colors clk change colors. To apply quick styles to smartart clk the Qk Style may have to adjust layout to see better.

969 Change smartart type clk the diagram, clk More button in Layouts group on DESIGN TAB clk more layouts, choose a smartart graphic.

969 Convert text to smartart clk placeholder holding text, clk Convert to smartart Graphic. OR SELECT THE TEXT, RTCLK SELECT Convert to smartart. Select style.
970 WORDART on INSERT TAB, clk style, enter text OR SELECT TXT, RTCLK, MORE in wordart styles, clk style. 970 modify wordart FORMAT styles grp quick style or change individual elements
977 modify objects FORMAT PANE best flip, rotate. Merge shapes on format tab
980 Group some images cannot be ungrouped.. rt clk image clk group, clk ungroup may need several times. 983 recolor select image, FORMAT tab color in adjust group, clk variation
984 Arranging Objects select shape, FORMAT TAB pick in arrange group. 985 align objects VIEW TAB show dialog box launcher, adjust settings in display grid on screen OK options

1007 Chapter 4 insert picture 1009, transform foto Note foto = photo = picture. BOOK is WRONG PNG does NOT use LOSSY, Internet as resource 1021, add Video 1031, Use video Tools 1033, Add audio 1041, change audio settings 1043, Create foto album 1049, Set foto Album options 1050.
1050 Insert foto clk on insert foto, select file or search Internet, clk Insert. OR DRAG IMAGE FILE FROM FILE EXPLORER ONTO SLIDE. 1040 Transform foto use foto tools.
1011 REMOVE PICTURE BACKGROUND on Adjust group clk Remove background you can mark areas to keep or be removed. 1012 Correct a picture select it, on FORMAT TAB clk corrections in adjust group, select option wanted. Sharpen, soften, brightness, contrast. 1014 Change color select foto, FORMAT TAB, clk color in adjust group, select option wanted.. 1016 same for Artistic effects. 1017 apply picture styles select picture, PICTURE TOOLS FORMAT TAB, gallery image, select options.
1017 resize drag handles or PICTURE TOOLS FORMAT TAB format picture task pane clk in scale. CROP use crop tool on FORMAT TAB. 1019 Compress fot IS IN PICTURE TOOLS FORMAT TAB.
1021 INTERNET AS RESOURCE save web page, or copy fot or save pict.
1029 Create background from fot several steps which vary such as hide background graphics, go to picture fill, select fot, insert, close format background, crop the fot, compress the fot,
1030 Insert for from Internet select fot, clk Insert. 1031 Adding Video can embed or link. To embed Clk Insert tab, clk video, clk video on my PC, select it, clk Insert. Or directly from web clk INSERT TAB clk Video, clk Online Video, select, clk Insert. OR to insert embed code from online video site locate video, copy embed code, clk insert tab, clk video in media group, clk online video, past the embed html code into From a Video Embed code box., clk Insert.
1033 Using Video Tools format tab has options in adjust 1034 group play, select, pause, Poster Frame, current frame, image from file, select, Insert/
1035 set playback options play, pause, add bookmark. Also has basic video editing. Like fade out
1041 Audio. Insert audio from file INSERT TAB, Audio, Audio on my PV, select, Insert. OR clk Online Audio, enter search term, Enter, point to it to see length, hover to see preview, Insert. Or Record Audio Insert, Audio, Record Audio, clk Record, record your message, clk Stop, play give it a name.
1043 Changing audio settings select sound icon, clk ANIMATIONS TAB, clk start arrow in timing group, click with previous or after. 1044 PLAY A SOUND OVER MULTIPLE SLIDES
select sound icon in ANIMATIONS, clk animation pane in advanced anmtn group, select sound, clk arrow to right of sound, clk Effect options, clk after option in Stop playing section, enter number of slides during which sound is to play. 1045 Play across all slides clk playback tab, select Play Across Slides check box.
1049 Create foto album clk Insert tab, clk fot album in Image group, clk file, select pictures, clk Insert, select Photo Album options, clk Create. 1050 Setting fot album options in Album dialog box clk name of picture move up or down, Ctrl or Shift to select more than one. Delete unwanted. Adjust Contrast/Brightness. Captions become available after layout is chosen.
Consult the book for details on above pages.