

Computer Applications I PowerPoint

LAP 2- Project 2: Using Outline View and Clip Art to Create a Slide Show



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ♦PT3b Use technology to communicate information and ideas in ways that are appropriate to the purpose and audience through spoken, written, and graphic or visual means of expression.
- ♦PT4c Use information accurately and creatively.
- ♦PT4d Use information technology to analyze, organize, and present information.

Objectives

- ♦ Create a presentation from an outline
- ♦ Start a presentation as a new PowerPoint document
- ♦ Use outline view
- ♦ Create a presentation in outline view
- ♦ Add a slide in outline view
- ♦ Create multi-level bulleted list slides in outline view
- ♦ Create a closing slide in outline view
- ♦ Save and review a presentation
- ♦ Change the slide layout
- ♦ Insert clip art from Microsoft Clip Gallery 5.0
- ♦ Move clip art
- ♦ Change clip art size
- ♦ Add a header and footer to outline pages
- ♦ Add animation and slide transition effects
- ♦ Apply animation effects to bulleted slides
- ♦ Animate clip art objects
- ♦ Format and animate a title slide
- ♦ Run an animated slide show
- ♦ Print a presentation outline
- ♦ E-mail a slide show from within PowerPoint

Resource

Title: Office 2000 Introductory Concepts and Techniques
 Author(S): Shelly/Cashman/Vermaat
 Chapter 1: Project 1: Using a Design Template and AutoLayouts to Create a Presentation

Time Frame 9 hours

Introduction

Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed.
Turn in completed activities as directed by instructor.**

- _____ **Read:** p. PP 2.1 Objectives for the Microsoft PowerPoint 2000 project 2
- _____ **Read:** pp. PP 2.2 No Sweat
- _____ **Read:** pp. PP 2.4 – 2.11
- _____ **Read and Complete:** pp. PP 2.11-2.58
- _____ **Complete:** p. PP 2.59-2.60 Apply Your Knowledge
- _____ **Complete:** pp. PP 2.60-2.65 select 1 of the 3 *In The Lab problems*
- _____ **Complete:** pp. PP 2.66 from *Cases and Places* select one of the two case studies

Self Assessment - "I/I can . . . "

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Please ask instructor for additional instructions or assessment materials