

MS PowerPoint 2003 Assignments

Textbook: *Microsoft Office Excel 2003: Essentials Course* developed by Sandra Caldwell and Judy Mardar, Labyrinth Publications, El Sobrante: CA, 2004.

<u>Lesson</u>	<u>Lesson Topics</u>	<u>Date Completed</u>
1	Creating and Delivering a Presentation <ul style="list-style-type: none"> ○ Hands-on Exercises (pp. 6-29) _____ ○ Skill Builders (pp. 31-34) _____ ○ Assessments (p. 34) _____ 	_____
<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="color: red; margin: 0;">ATTENTION! Please have teacher's initials when ALL exercises of a lesson are completed.</p> </div>		
2	Designing the Presentation <ul style="list-style-type: none"> ○ Hands-on Exercises (pp. 39-56) _____ ○ Skill Builders (pp. 58-61) _____ ○ Assessments (pp. 62-63) _____ 	_____
3	Managing ClipArt, Drawing Objects, and Animation <ul style="list-style-type: none"> ○ Hands-on Exercises (pp. 68-99) _____ ○ Skill Builders (pp. 101-103) _____ ○ Assessments (pp. 104-105) _____ 	_____
4	Managing Presentation Tools <ul style="list-style-type: none"> ○ Hands-on Exercises (pp. 110-123) _____ ○ Skill Builders (pp. 125-130) _____ ○ Assessments (pp. 131-133) _____ 	_____
5	Working with Charts, Tables, and Office Applications <ul style="list-style-type: none"> ○ Hands-on Exercises (pp. 140-164) _____ ○ Skill Builders (pp. 166-171) _____ ○ Assessments (pp. 172-175) _____ 	_____
6	Working with Online Presentations <ul style="list-style-type: none"> ○ Hands-on Exercises (pp. 182-206) _____ ○ Skill Builders (pp. 208-213) _____ 	_____
7	Working with Online Collaboration <ul style="list-style-type: none"> ○ Hands-on Exercises (pp. 220-236) _____ ○ Skill Builders (pp. 201-206) _____ 	_____
8	Managing Template Customization & Multimedia <ul style="list-style-type: none"> ○ Hands-on Exercises (pp. 244-265) _____ ○ Skill Builders (pp. 267-269) _____ ○ Assessments (pp. 270-271) _____ 	_____
9	On the Road Again: A Case Study Workshop <ul style="list-style-type: none"> ○ Hands-on Exercises (pp. 276-290) _____ ○ Skill Builders (pp. 293-294) _____ ○ Assessments (p. 295) _____ 	_____

CONCEPTS REVIEW

Concepts Review 1 (p. 30) _____	Concepts Review 2 (p. 57) _____	Concepts Review 3 (p. 100) _____
Concepts Review 4 (p. 124) _____	Concepts Review 5 (p. 165) _____	Concepts Review 6 (p. 207) _____
Concepts Review 7 (p. 236) _____	Concepts Review 8 (p. 266) _____	Concepts Review 9 (p. 291) _____

CONGRATULATIONS FOR YOUR COMPLETION!