

## ***Introduction to Software Applications Microsoft PowerPoint 2010 Volume 1***

### ***Chapter 1: Introduction to PowerPoint: Presentations Made Easy***

Reading assignment: **White pages**, Chapter 1, pages; 759-765, 769-774, 780-785, 791-795

**Do In-class HANDS-ON EXERCISES: Yellow pages; 766-768, 775-779, 786-790, 796-797**

#### **Homework** (Print multiple slides vertically)

1. Practice Exercise 1, Student Success (p01p1success), p800
2. Practice Exercise 2, Tips for a Successful Presentation (New blank presentation, p01p2tips), p801
3. Practice Exercise 3, Copyright and the Law (p01p3copyright), p803
4. Mid-Level Exercise 2, University Housing Office Presentation (p01m2university), p804
5. Review Multiple Choice, page 799

### ***Chapter 2: Presentation Development: Planning and Preparing a Presentation***

Reading assignment: **White pages**, Chapter 2, pages; 809-812, 817-820, 825-826, 830-834

**Do In-class HANDS-ON EXERCISES: Yellow pages: 813-816, 821-824, 827-829, 835-837**

#### **Homework** (Print multiple slides vertically)

1. Practice Exercise 2, Classic Photo Album (New – p02p2album), p840
2. Practice Exercise 3, A Guide to Successful Presentations (New blank presentation, p02p3success), p842
3. Mid-Level Exercise 3 The Impressionists (p02m3artists), p847
4. Review Multiple Choice, page 849

### ***Chapter 3: Presentation Design: Illustrations and Infographics***

Reading assignment: **White pages**, Chapter 3, pages 851-864, 873-882, 887-896

**Do In-class HANDS-ON EXERCISES: Yellow pages; 865-872, 883-886, 897-902**

#### **Homework** (Print multiple slides vertically)

1. Practice Exercise 1, Greeting Card Template, (p03p1card), p905
2. Practice Exercise 3 Principals of Judo (p03p3judo), p907
3. Mid-Level Exercise 1, Project Management Life Cycles (p03m1projmgt), p909
4. Review Multiple Choice, page 904

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***Chapter 4: PowerPoint Multimedia Tools:*** Enhancing with Multimedia

Reading assignment: **White pages**, Chapter 1; pages 919-935, 943-949, 953-956, 961-962

**Do In-class HANDS-ON EXERCISES: Yellow pages;** 936-942, 950-952, 957-960, 963-966

**Homework** (Print multiple slides vertically)

1. Practice Exercise2, Geocaching Album, (New blank presentation p04p2geo\_media), p970
2. Practice Exercise 3, Accident Record (New blank presentation p04p3accidnt), p 972
3. Mid-Level1, Motorcycle for Sale, (New blank presentation p04m1flyer), p973
4. Review Multiple Choice, pages 968

**NOTE: Help with PowerPoint available in Library**

***Exam on PowerPoint, during week of 29 April 2012 , Then start Access.***