

Introduction to Software Applications Microsoft PowerPoint 2007 1/e or 2/e or 3/e Labs

Chapter 1: Introduction to PowerPoint: Presentations Made Easy

Reading assignment: **White pages**, Chapter 1, pages; 793-812, 817-822, 829-833, 840-844

In-class: **Yellow pages**; 813-816, 823-828, 834-839, 845-846

Homework

1. Practice Exercise, 1 Introduction to E-Mail (chap1_pe1_email), p851
2. ***Practice Exercise, 2 Successful Presentations NEW BLANK DOCUMENT (chap1_pe2_tips_solution), p852***
3. Mid-Level Exercise, 2 University Housing (chap1_mid2_university) p858
4. Review Multiple Choice, pages 849-850

Chapter 2: Presentation Development: Planning and Preparing a Presentation

Reading assignment: **White pages**, Chapter 2, pages; 867-873, 879-882, 887-889, 892-898

In-class: **Yellow pages**: 874-878, 883-886, 890-891, 899-907

Homework

1. Practice Exercise, 2 Create an Outline New Presentation (chap2_pe2_center_solution) p912
2. ***Mid-Level Exercise, 4 Audience Analysis (chap2_mid4_audience_analysis) p923***
3. Review Multiple Choice, pages 910-911

Chapter 3: Presentation Design: Enhancing with Illustrations

Reading assignment: **White pages**, Chapter 3, pages 929-943, 952-962, 968-979

In-class: **Yellow pages**; 944-951, 963-967, 980-987

Homework

1. Mid-Level Exercise, 1 Project Management Life Cycle, (chap3_mid1_projmgt_solution) p997
2. ***FUN Exercise Mid-Level Exercise, 2 Clip Art Manipulation Experience(chap3_mid2_artist_solution) p999***
3. Review Multiple Choice, pages 989-990

Prof. Ron Leask
rleask@trcc.comnet.edu

860-885-2391

Thames Valley Campus Room C170 (Across from Cyber Cafe) Office Hours T, R
0900-1200

Chapter 4: PowerPoint Multimedia Tools: Enhancing with Multimedia

Reading assignment: **White pages**, Chapter 1; pages 1011-1025, 1033-1034, 1038s-1041, 1045-1050,

In-class: **Yellow pages**; 1026-1032, 1035-1037, 1042-1044, 1051-1052,

Homework

1. *Practice Exercise, 3 Create a Border and Apply Picture Styles (chap4_pe3_birthday_solution) p1058*
2. Practice Exercise, 6 Inserting Sound (chap4_pe6_birthday_solution) p 1060
3. Review Multiple Choice, pages 1054-1055

NOTE: Help with PowerPoint available in Library

Exam on PowerPoint ~ 2 weeks Exam Scheduled for ~Week of