

CGS 1570

Chapters 14 & 15: PowerPoint

Assignment 10

Name: _____ Section (Time/Day): _____

Printouts

Note: Download the files required for the text and store them on your media (preferably a USB drive)

The files required for this assignment are found in the directory *PowerPoint Volume 1, 1/e* at <http://www.prenhall.com/exploring>

1. Read PowerPoint Chapter 14 (pp. 779-832) and do Hands-On Exercises 1 through 4. Each time you are instructed to save a file, save it on your media. Turn in the handouts produced at the end of Hands-On Exercise 4, Step 4. 1

Click the **Color/grayscale drop-down arrow** and then click **Grayscale** before you click **OK** to print the handouts.

2. Complete Practice Exercise 1 on p. 837. Turn in handouts produced at Step n. 1

Click the **Color/grayscale drop-down arrow** and then click **Grayscale** before you click **OK** to print the handouts.

3. Complete Mid-Level Exercise 2 (pp. 844-845). Turn in the handouts printed at Step j. 1

Click the **Color/grayscale drop-down arrow** and then click **Grayscale** before you click **OK** to print the handouts.

4. Read Chapter 15: Outlines (pp. 865-868). Complete Hands-On Exercise 2 (pp. 869-872). Print the presentation in outline form/portrait orientation. 1

5. Create a PowerPoint presentation based on the resume you wrote in Assignment 5. Print the presentation in handouts view with 6 slides per page. 1

Click the **Color/grayscale drop-down arrow** and then click **Grayscale** before you click **OK** to print the handouts.

Staple your printouts in order and attach cover page when submitting the assignment.