

# Present It!

Teen-based Activities for Microsoft PowerPoint

## Student Workbook

2nd Edition

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### **Present It! 2E • Student Workbook**

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# Curriculum Guide

ACTIVITY	NEW SKILLS
<b>1 Welcome to [Your State]</b>	<i>Enter text using text boxes</i> <i>Insert a new slide</i> <i>Run a slide show</i> <i>Save a presentation</i> <i>Print using handouts</i>
<b>2 There's an App for That!</b>	<i>Format text</i> <i>Change background color of slides</i> <i>Change text color</i> <i>Apply standard bullets</i>
<b>3 Life or Debt: Tips on Saving and Investing</b>	<i>Use numbered lists</i> <i>Format numbered lists</i> <i>Format bulleted lists</i> <i>Change line spacing</i>
<b>4 Which Tablet is Right for You?</b>	<i>Insert graphic images</i> <i>Resize graphic images</i>
<b>5 Cyber Safety</b>	<i>Insert WordArt</i> <i>Format WordArt</i> <i>Use AutoShapes/Shapes</i> <i>Apply gradient background</i>
<b>6 Biography of Your Favorite Athlete</b>	<i>Use a graphic as a background</i> <i>Insert a table</i> <i>Format a table</i>
<b>7 Movie Review</b>	<i>Hyperlink text to a Web page</i> <i>Add slide transition</i>
<b>8 White House Tour</b>	<i>Format text using a text effect</i> <i>Use the line tool</i> <i>Set up a slide show to loop continuously</i>
<b>9 The Younger Years: My Life Up Until Now</b>	<i>Create a custom color scheme</i> <i>Use the arrow tool</i>
<b>10 Cars of the Future</b>	<i>Create a slide master</i> <i>Insert a sound file</i>
<b>11 The Best of 2012</b>	<i>Insert action buttons</i> <i>Hyperlink action buttons</i> <i>Format action buttons</i>

## Curriculum Guide

ACTIVITY	NEW SKILLS
<b>12 Who's Your Hero?</b>	<i>Insert a voice narration as an embedded file Format a column list Set tabs</i>
<b>13 What's on Your Playlist?</b>	<i>Play a CD audio track</i>
<b>14 Interactive Children's Book</b>	<i>Apply custom animation to graphics Apply a sound to an animation effect Change animation order Hide a graphic after custom animation</i>
<b>15 The Job of My Dreams</b>	<i>Align objects Group objects Set a hyperlink screen tip Hyperlink within a presentation</i>
<b>16 Create a Fundraising Campaign</b>	<i>Insert a video clip Time a video clip to run automatically</i>
<b>17 Going Green</b>	<i>Use a variety of draw tools and AutoShapes/Shapes Apply a design template</i>
<b>18 I'm an Entrepreneur!</b>	<i>Set automatic slide advancing</i>
<b>19 How to Play Bananagrams</b>	<i>Use text wrap Set a motion path to a graphic</i>
<b>20 Extreme Makeover</b>	<i>Use the pointer (pen) tool during a presentation (optional) Format the pointer tool</i>