





## Homework #26

This week we will begin working with Microsoft PowerPoint!

- After viewing the videos as directed in the homework email, read Lesson 1, “Microsoft PowerPoint 2010 Jumpstart,” in the text (pages 253-266). Follow the directions given as you read. Be sure to notice the other options in each of the tabs you work with.
  -  Note: the text tells you to press Ctrl + E when you have finished entering text in a text box; however, clicking outside the text box will also work.
  -  Save **pp0101\_working.pptx** as directed on page 265, but leave it open for the Self Study exercise on page 266. Do the Self Study, but do not save the changes you make. The homework you turn in should only reflect your work through page 265.
- As always, read the Review questions (p. 266) and answer them for yourself, but do not include your answers in your homework. Check your answers. If you did not remember an answer, go back and look at that option in PowerPoint to help you remember it.
- Continue to gather and organize information for your final project presentation. Keep your notes, data, pictures, and media files together so it will be ready to use when you begin your PowerPoint presentation.
- After you have completed the assignment, e-mail your homework (attach **pp0101\_working.pptx**) to: homework@wanvigs.net, no later than 10:00 am next Tuesday. Put “Homework #26” and your first name in the subject line.