

42.	<p><i>PowerPoint</i> disk/file maintenance.</p> <ol style="list-style-type: none"> 1. Launch <i>Windows Explorer</i> 2. Copy the folder <i>F:\BPC110\PowerPoint</i> to <i>H:\</i> 3. Navigate to <i>F:\Faculty\Trollen\BPC110\DemoFiles</i> and select the files <i>Dialup.gif</i>, <i>Lan.gif</i>, and <i>PowerPoint Demo.ppt</i>. Now, copy the three files to <i>H:\PowerPoint</i>. 	5
43.	<p>Read/Study/Do <i>PowerPoint Unit A: Getting Started with PowerPoint 2003</i>, pages 465 through 481. Make the following changes:</p> <ul style="list-style-type: none"> • Page 476, step 2: Save the file in the <i>\PowerPoint\UnitA</i> folder. • Page 480: add new step 11: Use <i>Windows Explorer</i> to backup your <i>Marketing Campaign.ppt</i> file by copying it from your USB Flash drive's <i>Word\UnitA</i> folder to the same folder on drive C: or H:. <p>Answer <i>Concepts Review</i>, pages 482 through 483. Type or write out your answers.</p>	25
44.	Login to SAM and do training for <i>PowerPoint 2003: Unit A</i> .	20
45.	<p>Read/Study/Do <i>PowerPoint Unit B: Creating a Presentation</i>, pages 489 through 505. Make the following changes:</p> <ul style="list-style-type: none"> • Page 492, step 10: Save the file in the <i>\PowerPoint\UnitB</i> folder. • Page 496: step 5: You may need to press [Shift]+[Tab] <i>twice</i> to begin a new slide. • Page 504: add new step 5: Use <i>Windows Explorer</i> to backup your <i>eMedia.ppt</i> file. <p>Answer <i>Concepts Review</i>, pages 506 through 507. Type or write out your answers.</p>	30
46.	Login to SAM and do training for <i>PowerPoint 2003: Unit B</i> .	45
47.	<p>Read/Study/Do <i>PowerPoint Unit D: Enhancing a Presentation</i>, 537 through 554. Make the following changes:</p> <ul style="list-style-type: none"> • Page 554: step 10: Have your name appear in the footer of each slide. • Page 554: add a new step 11: Use <i>Windows Explorer</i> to backup your <i>eMediaD.ppt</i> file. • Page 554: add a new step 12: Rename your presentation with your name added to the end of the filename (eg: <i>eMediaD – Tom Trollen.ppt</i>). Turn in your <i>eMediaD – Your Name.ppt</i> via email attachment. <p>Answer <i>Concepts Review</i>, pages 556 through 557. Type or write out your answers.</p>	30
48.	Login to SAM and do training for <i>PowerPoint 2003: Unit D</i> .	30
49.	<p>Read/Study/Do <i>PowerPoint Unit E: Customizing a Presentation</i>, pages POWERPOINT E-1 through POWERPOINT E-9. Note that we're skipping the rest of the unit. Make the following changes:</p> <ul style="list-style-type: none"> • Page POWERPOINT E-8: add new step 10: Go to slide 1 and enter your name in the placeholder. Then print only slides 1, 8, and 11 as 3-per-page handouts. Now exit <i>PowerPoint</i> and use <i>Windows Explorer</i> to backup your <i>eMediaE.ppt</i> file. <p>Answer <i>Concepts Review</i>, pages POWERPOINT E-18 through POWERPOINT E-19. Omit items 18 and 21. Type or write out your answers.</p>	30
50.	Login to SAM and do training for <i>PowerPoint 2003: Unit E</i> .	10