**TASK LIST FOR POWERPOINT 2013 UNIT A LESSON**

PREPARE

* If you haven’t already, create a PowerPoint folder in your BFF folder.
* Find the PowerPoint section in your book. (red tabs) Study the objectives for ***PowerPoint 2013 Unit A*** on the first page of that lesson.

STUDY PLAN

* Read each page and complete the steps as you come to them.
* There are 2 printouts in unit A.
* Print when directed.
* Label with a footer before printing. You insert a footer with the print dialog box. Check the header/footer line, then fill in ***your name,* PowerPoint A, steps.**

End-of-lesson ASSIGNMENTS

* None at this time.

**UNIT B**

* Follow the same instructions above for Unit B but label it PowerPoint B. There is only one printout.
* Print as slides, 6 per page when directed to submit to your instructor. This is designated in the print dialog box.

**UNIT C**

* Follow the same instructions above but apply it to Unit C and label it PowerPoint C. There will be one printout.
* Print as slides, 6 per page, in color when directed to submit to your instructor. Make sure you add the footer as directed.

**UNIT D**

* Follow the same instructions above but apply it to Unit D and label it PowerPoint D. There is only one printout.
* Print as slides, 6 per page when directed to submit to your instructor.

**REVIEW FOR A TEST**

* Look at the objective in each unit again. These are found on the first page of each unit.
* Your test will be the creation of a PowerPoint that you design yourself. While doing this, you will be demonstrating all the skills you have learned in Units A-D.