Learning Targets for Module 2, Chapter 20:

I can…

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| StandardModule 2 | Description/Skills Set | Level of Knowledge1 – got it2 – getting it3 – no clue | Level of Knowledge1 – got it2 – getting it3 – no clue |
|  |  | **Beginning of Chapter**  | **End of Chapter** |
| 1.1.2 | Identify on-screen elements common to PowerPoint Application. |  |  |
| 1.1.3 | Navigate around open files using scrollbars and keyboard shortcuts. |  |  |
| 1.1.5 | Change views. |  |  |
| 1.2.1 | Create PowerPoint files |  |  |
| 1.2.2 | Open files that have already been created. |  |  |
| 1.2.4 | Save files in specific locations. |  |  |
| 1.3.3 | Use the Undo, redo and repeat commands. |  |  |
| 1.3.5 | Check spelling. |  |  |
| 4.1.2 | Add information to a slide. |  |  |
| 4.1.3 | Change slide view. |  |  |
| 4.1.4 | Change slide layout. |  |  |
| 4.1.5 | Modify a slide background. |  |  |
| 4.1.9 | Create different output options such as handout, speaker notes, and Web page. |  |  |
| 4.1.10 | Preview the slide show. |  |  |
| 4.1.11 | Navigate an on-screen slide show. |  |  |
| 4.1.12 | Identify common uses of presentation software as well as effective design principles for simple presentations. |  |  |

***Lesson 20 Vocabulary***

* Presentation
* Slide layout
* Slide master
* Slide pane
* theme