**Student's PROGRESS CHART – MICROSOFT POWERPOINT 2016**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow the sign off sheet carefully. Complete the Exercises and Activities listed. Read the information and exercises carefully. ***All exercises, quizzes, and tests, must be completed to receive a certificate.*** All test and quizzes are submitted through Schoology [www.**schoology**.com]. Be sure to save all files to your Flash Drive.

Schoology username : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Schoology password: studentffffffffffffffffffffffff

Schoology Zip Code: 95204ffffggggfffffffffffffffffffff Flash Disc Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter 1 Creating and Delivering a Presentation**

***Develop Your Skills***

Develop Your Skills P1-D8

\_\_\_\_\_\_ (T. Check) **P1-D8-IjAMS**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills P1-R1

\_\_\_\_\_\_ (T. Check) **P1-R1-Kids**

Reinforce Your Skills P1-R2

\_\_\_\_\_\_ (T. Check) **P1-R2-Kids**

***Apply Your Skills***

Apply Your Skills P1-A1

\_\_\_\_\_\_ (T. Check) **P1-A1-Events**

Apply Your Skills P1-A2

\_\_\_\_\_\_ (T. Check) **P1-A2-Events**

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 2 Designing and Printing the Presentation**

***Develop Your Skills***

Develop Your Skills P2-D4

\_\_\_\_\_\_ (T. Check) **P2-D4-DesignRevised**

Develop Your Skills P2-D7

\_\_\_\_\_\_ (T. Check) **P2-D7-WordOutline**

Develop Your Skills P2-D9

\_\_\_\_\_\_ (T. Check) **P2-D9-ContractRevised**

Develop Your Skills P2-D14

\_\_\_\_\_\_ (T. Check) **P2-D14-SectionsRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills P2-R1

\_\_\_\_\_\_ (T. Check) **P2-R1-DesignRevised**

***Apply Your Skills***

Apply Your Skills P2-A1

\_\_\_\_\_\_ (T. Check) **P2-A1-Outline**

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 3 Adding Graphics, Animation, and Sound**

***Develop Your Skills***

Develop Your Skills P3-D11

\_\_\_\_\_\_ (T. Check) **P3-D11-AnimationRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills P3-R2

\_\_\_\_\_\_ (T. Check) **P3-R2-KidsAnimatedRevised**

***Apply Your Skills***

Apply Your Skills P3-A1

\_\_\_\_\_\_ (T. Check) **P3-A1-UniversalPicsRevised**

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 4 Adding Multimedia to Presentations**

***Develop Your Skills***

Develop Your Skills P4-D5

\_\_\_\_\_\_ (T. Check) **P4-D5-BeneficiariesRevised**

Develop Your Skills P4-D8

\_\_\_\_\_\_ (T. Check) **P4-D8-ScholarshipRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills P4-R1

\_\_\_\_\_\_ (T. Check) **P4-R1-TutoringRevised**

***Apply Your Skills***

Apply Your Skills P4-A1

\_\_\_\_\_\_ (T. Check) **P4-A1-TransportationRevided**

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 5 Adding Charts to a Presentation**

***Develop Your Skills***

Develop Your Skills P5-D6

\_\_\_\_\_\_ (T. Check) **P9-D9-ChartRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills P5-R1

\_\_\_\_\_\_ (T. Check) **P5-R1-Members**

***Apply Your Skills***

\_\_\_\_\_\_ (T. Check) **P5-A3-InvitationsRevised**

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 6 Using Tables in Presentations**

***Develop Your Skills***

Develop Your Skills P6-D11

\_\_\_\_\_\_ (T. Check) **P6-D11-PicnicRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills P6-R1

\_\_\_\_\_\_ (T. Check) **P6-R1-Schedule**

***Apply Your Skills***

Apply Your Skills P6-A1

\_\_\_\_\_\_ (T. Check) **P6-A1-Maintenance**

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 7 Collaborating with Others Online**

[***NOTE****: Outlook is not installed on school computers. Some of the directions you will skip. However be sure to do the reading. Follow the below break down of Chapter 7.]*

***Develop Your Skills***

Develop Your Skills P7-D1 SKIP

Develop Your Skills P7-D2 SKIP

Develop Your Skills P7-D3 Complete

Develop Your Skills P7-D4 Complete

Develop Your Skills P7-D5 Complete

Develop Your Skills P7-D6 Complete

Develop Your Skills P7-D12

\_\_\_\_\_\_ (T. Check) **P7-D12-CommentsRevised**

WebSim

Develop Your Skills P7-D8 Complete

Develop Your Skills P7-D8 Compete

Develop Your Skills P7-D10 Compete

Develop Your Skills P7-D11 Compete

Develop Your Skills P7-D12 Compete

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

\_\_\_\_\_\_ (T. Check) **P7-R3-KidsCommentsRevised**

***Apply Your Skills***

Apply Your Skills P7-A2

\_\_\_\_\_\_ (T. Check) **P7-A2-ScheduleRevised**

**Lesson Test\_\_\_\_\_\_\_\_\_\_**

**Chapter 8 Readying a Presentation for Final Delivery**

***Develop Your Skills***

Develop Your Skills P8-D7

\_\_\_\_\_\_ (T. Check) **P8-D7-NotessRevised**

**Self-Assessment \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ (T. Check)

***Reinforce Your Skills***

Reinforce Your Skills P8-R2

\_\_\_\_\_\_ (T. Check) **P8-R2-LinksRevised**

***Apply Your Skills***

Apply Your Skills P8-A1

\_\_\_\_\_\_ (T. Check) **P8-A1-UniversalProofingRevised**

**Lesson Test\_\_\_\_\_\_\_\_\_\_**