## Chapter 2 Working with Office Files Lab. 15 Extended Training

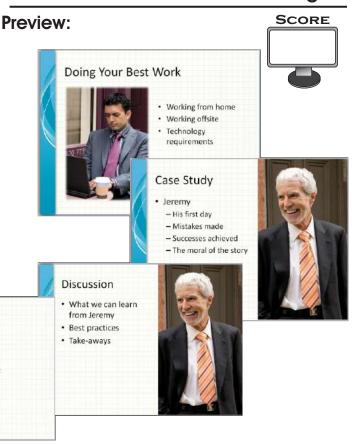
#### Directions:

- 1. Launch PowerPoint and open the **Training** activity presentation.
- 2. Add the following slides on your right to the current presentation.
- 3. Save the activity workbook with a new filename as Training Extended.

Summary

· Define your challenges

- Technological as well as personal Set realistic expectation - Mastery is not achieved overnight Keep your eye on the goal - Mentorship programs



## Chapter 2 Working with Office Files

# Lab. 16 The SeLS Quiz Show

SCORE

#### Directions:

- 1. Launch PowerPoint and open the The SeLS Quiz Show activity presentation.
- 2. Click the **Slide Show tab**. Then click from the **Beginning button** to see the sample quiz.
- 3. Add at least three (3) questions slides.
- 4. Save the activity presentation with a new filename as The SeLS Quiz Show Completed.

## Preview:

