



Teacher's Guide

PCIC³B3 2007- Key Applications-PowerPoint

Introduction

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Introduction

Welcome to Teknimedia's *PCIC³B3 2007 – Key Application-PowerPoint (PCIC³B3) Teacher's Guide!* This guide has been developed to provide instructors and trainers using *PCIC³B3 2007* in educational and training settings with additional information and materials related to the course. We encourage you to use these materials to better understand the content covered in the course and to enhance the learning experiences of your students.

The Teacher's Guide for *PCIC³B3 2007* has been broken into 4 separate documents (files). Following is an overview of the materials included in each of these documents.

PCIC³B3 2007 – Introduction:

1. Learning Objectives

This section of the guide provides you with a list of learning objectives covered by *PCIC³B3 2007*.

2. Course Table of Contents

This section provides you with a list of all the lessons, interactive exercises and quizzes provided in *PCIC³B3 2007*.

3. Curriculum Mapping

This section of the guide maps the sections of *PCIC³B3 2007* to IC³-Key Applications as well as the exam objectives of IC³-Key Applications to the sections of *PCIC³B3 2007*.

PCIC³B3 2007 - Lessons and Reading Supplements:

The *PCIC³B3 2007 Guide-Lessons and Reading Supplements* provides you with the full text of all course lessons -- plus the text of the sections used to introduce and conclude the course. The *PCIC³B3 2007 Guide-Lessons and Reading Supplements* also provides you with the full text of all reading supplements included in the course.

PCIC³B3 2007 - Frequently Asked Questions:

PCIC³B3 2007 includes a wealth of additional information presented in the *Frequently Asked Questions (FAQs)* section of each lesson. *PCIC³B3 2007 FAQs* relate specifically to the content of the lesson and provide students with an additional source of information related to the topics being covered. The *PCIC³B3 2007 Guide-FAQs* includes full text of the *FAQs* included in each lesson.

Please Note: FAQs are not used to meet IC³ Exam Objectives.

PCIC³B3 2007 - Course Quizzes:

PCIC³B3 2007 includes a total of 6 quizzes. The *PCIC³B3 2007 Guide* includes the text of the questions, choices and correct answers for these quizzes. The student's score is recorded each time the quiz is taken. Students may review the quiz questions to see the correct answers and/or retake each quiz as many times as desired. Teknimedia's management system saves the first and last score each student receives for each quiz

PCIC³B3 2007 - Pre/Post Tests:

The 2007 version of *PCIC³B* includes a test at the end of the course designed to measure student progress and assess student knowledge and skills. This test may also be used as a pre-test if desired.

The test includes 19 true/false and/or multiple choice questions based on the concepts and skills covered in the course. Similar to the quizzes included in each unit of *PCIC³B3*, the student's score is recorded each time the test is taken. Students may review the test questions to see the correct answers and/or retake each test as many times as desired. Teknimedia's management system saves the first and last score each student receives for each test.

PCIC³B3 - Learning Objectives

PCIC³B3 2007 covers the knowledge and skills pertaining to the objectives for the presentations component of the IC3 Key Applications.

PCIC³B3 - Table of Contents

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B1.12 Saving a Presentation

B1.13 Ex-Saving a Presentation-1

B1.14 Ex-Saving a Presentation-2

B1.15 Creating a New Presentation

B1.16 Ex-Creating a New Presentation

B1.17 Opening a Presentation

B1.18 Ex-Opening a Presentation

B1.19 Viewing a Presentation

B1.20 Ex-Viewing a Presentation

B1.21 Organizing Slides

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B1.23 Quiz 1-1

B1.24 Slide Backgrounds

B1.25 Ex-Slide Backgrounds

B1.26 Fonts

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B1.28 Alignment

B1.29 Ex-Alignment

B1.30 Bullets & Numbering

B1.31 Ex-Bullets & Numbering

B1.32 Format Painter

B1.33 Ex-Format Painter

B1.34 Mini Toolbar

B1.35 Ex-Mini Toolbar

B1.36 Live Preview

B1.37 Quiz 1-2

B1.38 Displaying a Slide Show

B1.39 Ex-Displaying a Slide Show

B1.40 Saving a Slide Show

B1.41 Ex-Saving a Slide Show
B1.42 Adding Notes
B1.43 Ex-Adding Notes
B1.44 Print Setup
B1.45 Ex-Print Setup
B1.46 Print Preview
B1.47 Ex-Print Preview
B1.48 Printing
B1.49 Ex-Printing
B1.50 Office Clipboard
B1.51 Ex-Office Clipboard
B1.52 Getting Help
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B1.54 Quiz 1-3
B1.55 Unit 1 End

B2 Unit 2

B2.1 Adding Text Boxes
B2.2 Ex-Adding Text Boxes
B2.3 Formatting Placeholders & Text Boxes
B2.4 Ex-Formatting Placeholders & Text Boxes
B2.5 Tabs
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B2.13 Quiz 2-1
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B2.18 Ex-Modifying Clip Art
B2.19 Ex-Modifying Pictures
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B2.21 Ex-Adding Drawings
B2.22 Modifying Drawings
B2.23 Ex-Modifying Drawings
B2.24 Overlaying & Grouping Drawings
B2.25 Ex-Overlaying & Grouping Drawings
B2.26 Inserting Tables
B2.27 Ex-Inserting Tables
B2.28 Inserting Charts

B2.29 Ex-Inserting Charts
B2.30 Inserting Movies & Sounds
B2.31 Ex-Inserting Movies & Sounds
B2.32 Quiz 2-2
B2.33 Changing Slide Layouts
B2.34 Ex-Changing Slide Layouts
B2.35 Slide Master
B2.36 Ex-Slide Master
B2.37 Themes
B2.38 Ex-Themes
B2.39 Templates
B2.40 Ex-Templates
B2.41 Slide Transitions
B2.42 Ex-Slide Transitions
B2.43 RS-Presentation Design Tips
B2.44 Quiz 2-3
B2.45 Unit 2 End
B3 Test

Curriculum Mapping: PCIC³B3 2007 to IC³B 2007

PCIC ³ B3 2007 Section #	Section Name	IC ³ 2007 Reference #
B1	Unit 1	
B1.1	Presentation Program Overview	none
B1.2	Getting Started	IC ³ -2 1.1.1 IC ³ -2 1.2.1
B1.3	Ribbon	none
B1.4	Entering Text in a Slide	IC ³ -2 1.3.2 IC ³ -2 4.1.3
B1.5	Ex-Entering Text in a Slide	IC ³ -2 1.3.2 IC ³ -2 4.1.3
B1.6	Adding New Slides	IC ³ -2 4.1.2
B1.7	Ex-Adding New Slides	IC ³ -2 4.1.2
B1.8	Moving Between Slides	IC ³ -2 1.3.1
B1.9	Ex-Moving Between Slides	IC ³ -2 1.3.1
B1.10	Editing a Slide's Text	IC ³ -2 1.3.3 IC ³ -2 4.1.3
B1.11	Ex-Editing a Slide's Text	IC ³ -2 1.3.3 IC ³ -2 4.1.3
B1.12	Saving a Presentation	IC ³ -2 1.2.8 IC ³ -2 1.2.9
B1.13	Ex-Saving a Presentation-1	IC ³ -2 1.2.8
B1.14	Ex-Saving a Presentation-2	IC ³ -2 1.2.8
B1.15	Creating a New Presentation	IC ³ -2 1.2.6 IC ³ -2 1.2.8
B1.16	Ex-Creating a New Presentation	IC ³ -2 1.2.6 IC ³ -2 1.2.8
B1.17	Opening a Presentation	IC ³ -2 1.1.2 IC ³ -2 1.2.3 IC ³ -2 1.2.7 IC ³ -2 1.3.3
B1.18	Ex-Opening a Presentation	IC ³ -2 1.2.3 IC ³ -2 1.2.7
B1.19	Viewing a Presentation	IC ³ -2 4.1.4 IC ³ -2 4.1.10
B1.20	Ex-Viewing a Presentation	IC ³ -2 4.1.10
B1.21	Organizing Slides	IC ³ -2 4.1.8 IC ³ -2 4.1.2
B1.22	Ex-Organizing Slides	IC ³ -2 4.1.8 IC ³ -2 4.1.2
B1.23	Quiz 1-1	
B1.24	Slide Backgrounds	IC ³ -2 4.1.6
B1.25	Ex-Slide Backgrounds	IC ³ -2 4.1.6

PCIC³B3 2007 Section #	Section Name	IC³ 2007 Reference #
B1.26	Fonts	IC ³ -2 1.3.8
B1.27	Ex-Fonts	IC ³ -2 1.3.8
B1.28	Alignment	IC ³ -2 1.3.8
B1.29	Ex-Alignment	IC ³ -2 1.3.8
B1.30	Bullets & Numbering	IC ³ -2 4.1.3
B1.31	Ex-Bullets & Numbering	IC ³ -2 4.1.3
B1.32	Format Painter	none
B1.33	Ex-Format Painter	none
B1.34	Mini Toolbar	none
B1.35	Ex-Mini Toolbar	none
B1.36	Live Preview	none
B1.37	Quiz 1-2	
B1.38	Displaying a Slide Show	IC ³ -2 4.1.10 IC ³ -2 4.1.11
B1.39	Ex-Displaying a Slide Show	IC ³ -2 4.1.10 IC ³ -2 4.1.11
B1.40	Saving a Slide Show	IC ³ -2 1.2.8
B1.41	Ex-Saving a Slide Show	IC ³ -2 1.2.8
B1.42	Adding Notes	IC ³ -2 4.1.9
B1.43	Ex-Adding Notes	IC ³ -2 4.1.9
B1.44	Print Setup	IC ³ -2 4.1.9 IC ³ -2 1.4.1
B1.45	Ex-Print Setup	IC ³ -2 1.4.1
B1.46	Print Preview	IC ³ -2 1.4.2
B1.47	Ex-Print Preview	IC ³ -2 1.4.2
B1.48	Printing	IC ³ -2 1.4.3 IC ³ -2 4.1.9
B1.49	Ex-Printing	IC ³ -2 1.4.3 IC ³ -2 4.1.9
B1.50	Office Clipboard	IC ³ -2 1.3.3
B1.51	Ex-Office Clipboard	IC ³ -2 1.3.3
B1.46	Getting Help	IC ³ -2 1.1.4
B1.47	Ex-Getting Help	IC ³ -2 1.1.4
B1.47	Quiz 1-3	
B1.48	Unit1-End	none
B2	Unit 2	
B2.1	Adding Text Boxes	IC ³ -2 4.1.3
B2.2	Ex-Adding Text Boxes	IC ³ -2 4.1.3
B2.3	Formatting Placeholders & Textboxes	IC ³ -2 4.1.3
B2.4	Ex-Formatting Placeholders & Textboxes	IC ³ -2 4.1.3
B2.5	Tabs	none
B2.6	Ex-Tabs	none
B2.7	Header & Footer	none
B2.8	Ex-Header & Footer	none
B2.9	Spelling Check	IC ³ -2 1.3.7
B2.10	Ex-Spelling Check	IC ³ -2 1.3.7
B2.11	Find & Replace	IC ³ -2 1.3.5 IC ³ -2 1.3.6

PCIC³B3 2007 Section #	Section Name	IC³ 2007 Reference #
B2.12	Ex-Find & Replace	IC ³ -2 1.3.5 IC ³ -2 1.3.6
B2.13	Quiz 2-1	
B2.14	Inserting Clip Art & Pictures	IC ³ -2 1.3.9 IC ³ -2 1.3.10 IC ³ -2 4.1.3
B2.15	Ex-Inserting Clip Art	IC ³ -2 1.3.9 IC ³ -2 1.3.10 IC ³ -2 4.1.3
B2.16	Ex-Inserting Pictures	IC ³ -2 1.3.9 IC ³ -2 1.3.10 IC ³ -2 4.1.3
B2.17	Modifying Clip Art & Pictures	IC ³ -2 1.3.10 IC ³ -2 4.1.3
B2.18	Ex-Modifying Clip Art	IC ³ -2 1.3.10 IC ³ -2 4.1.3
B2.19	Ex-Modifying Pictures	IC ³ -2 1.3.10
B2.20	Adding Drawings	IC ³ -2 1.3.11 IC ³ -2 4.1.3
B2.21	Ex-Adding Drawings	IC ³ -2 1.3.11 IC ³ -2 4.1.3
B2.22	Modifying Drawings	IC ³ -2 1.3.11 IC ³ -2 4.1.3
B2.23	Ex-Modifying Drawings	IC ³ -2 1.3.11 IC ³ -2 4.1.3
B2.24	Overlaying & Grouping Drawings	none
B2.25	Ex-Overlaying & Grouping Drawings	none
B2.26	Inserting Tables	IC ³ -2 4.1.3
B2.27	Ex-Inserting Tables	IC ³ -2 4.1.3
B2.28	Inserting Charts	IC ³ -2 4.1.3
B2.29	Ex- Inserting Charts	IC ³ -2 4.1.3
B2.30	Inserting Movies & Sounds	none
B2.31	Ex-Inserting Movies & Sounds	none
B2.32	Quiz 2-2	IC ³ -2 1.3.9
B2.33	Changing Slide Layouts	IC ³ -2 4.1.5
B2.34	Ex-Changing Slide Layouts	IC ³ -2 4.1.5
B2.35	Slide Master	none
B2.36	Ex-Slide Master	none
B2.37	Themes	none
B2.38	Ex-Themes	none
B2.39	Templates	IC ³ -2 1.2.6 IC ³ -2 1.2.8 IC ³ -2 4.1.3
B2.40	Ex-Templates	IC ³ -2 4.1.3 IC ³ -2 1.2.8
B2.41	Slide Transitions	IC ³ -2 4.1.7
B2.42	Ex-Slide Transitions	IC ³ -2 4.1.7
B2.43	RS-Presentation Design Tips	IC ³ -2 4.1.1
B2.44	Quiz 2-3	
B2.45	Unit 2-End	

Curriculum Mapping: IC³ 2007 to PCIC³B3 2007

IC ³ 2007 Reference #	PCIC ³ B3 2007 Section #	Section Name
IC ³ -2 1.1.1	B1.2	Getting Started
IC ³ -2 1.1.2	B1.17	Opening a Presentation
IC ³ -2 1.1.3	B1.52	Getting Help
IC ³ -2 1.1.4	B1.53	Ex-Getting Help
IC ³ -2 1.2.1	B1.2	Getting Started
IC ³ -2 1.2.2	B1.3	Ribbon
IC ³ -2 1.2.3		Covered in PCIC ³ B1 2007
IC ³ -2 1.2.4	B1.19 B1.20	Viewing a Presentation Ex-Viewing a Presentation
IC ³ -2 1.2.5	B1.19 B1.20	Viewing a Presentation Ex-Viewing a Presentation
IC ³ -2 1.2.6	B1.15 B1.16 B2.39 B2.40	Creating a New Presentation Ex-Creating a new Presentation Templates Ex-Templates
IC ³ -2 1.2.7	B1.17 B1.18 B1.12	Opening a Presentation Ex-Opening a Presentation Saving a Presentation
IC ³ -2 1.2.8	B1.12 B1.14 B1.15 B1.16 B2.39 B2.40	Saving a Presentation Ex-Saving a Presentation-2 Creating a New Presentation Ex-Creating a New Presentation Templates Ex-Templates
IC ³ -2 1.2.9	B1.12 B1.15	Saving a Presentation Creating a New Presentation
IC ³ -2 1.2.10		Covered in PCIC ³ B1 2007
IC ³ -2 1.3.1	B1.8 B1.9	Moving Between Slides Ex-Moving Between Slides
IC ³ -2 1.3.2	B1.4 B1.5 B1.6	Entering Text in a Slide Ex-Entering Text in a Slide Adding New Slides
IC ³ -2 1.3.3	B1.10 B1.11	Editing a Slide's Text Ex-Editing a Slide's Text
IC ³ -2 1.3.4		Covered in PCIC ³ B1 2007
IC ³ -2 1.3.5	B2.11 B2.12	Find & Replace Ex-Find & Replace
IC ³ -2 1.3.6	B2.11 B2.12	Find & Replace Ex-Find & Replace
IC ³ -2 1.3.7	B2.9 B2.10	Spelling & Grammar Ex-Spelling & Grammar
IC ³ -2 1.3.8	B1.26 B1.27 B1.28 B1.29	Fonts Ex-Fonts Alignment Ex-Alignment

IC³ 2007 Reference #	PCIC³B3 2007 Section #	Section Name
IC ³ -2 1.3.9	B2.14 B2.15 B2.16	Inserting ClipArt & Pictures Ex-Inserting ClipArt Ex-Inserting Pictures
IC ³ -2 1.3.10	B2.14 B2.17 B2.18 B2.19	Inserting ClipArt & Pictures Modifying ClipArt & Pictures Ex-Modifying ClipArt Ex- Modifying Pictures
IC ³ -2 1.3.11	B2.20 B2.21 B2.22 B2.23 B2.24 B2.25	Adding Drawings Ex-Adding Drawings Modifying Drawings Ex-Modifying Drawings Overlaying & Grouping Drawings Ex-Overlaying & Grouping Drawings
IC ³ -2 1.4.1	B1.44 B1.45	Print Setup Ex-Print Setup
IC ³ -2 1.4.2	B1.46 B1.47	Print Preview Ex-Print Preview
IC ³ -2 1.4.3	B1.48 B1.49	Printing Ex-Printing
IC ³ -2 1.4.4		Covered in PCIC ³ B1 2007
IC ³ -2 1.4.5		Covered in PCIC ³ B1 2007
IC ³ -2 3.2.12	B2.28 B2.29	Inserting Charts Ex-Inserting Charts
IC ³ -2 4.1.1	B2.43	RS-Presentation Design Tips
IC ³ -2 4.1.2	B1.6 B1.7 B1.21 B1.22	Adding New Slides Ex-Adding New Slides Organizing Slides Ex-Organizing Slides
IC ³ -2 4.1.3	B1.10 B1.4 B1.5 B1.11 B1.30 B1.31 B2.1 B2.2 B2.14 B2.15 B2.16 B2.20 B2.21 B2.26 B2.27 B2.28 B2.29 B2.3 B2.4 B2.39 B2.40	Editing a Slide's Text Entering Text in a Slide Ex- Entering Text to a Slide Ex-Editing a Slide's Text Bullets & Numbering Ex-Bullet & Numbering Adding Text Boxes Ex-Adding Text Boxes Inserting ClipArt & Pictures Ex-Inserting ClipArt Ex-Inserting Pictures Adding Drawings Ex-Adding Drawings Inserting Tables Ex-Inserting Tables Inserting Charts Ex-Inserting Charts Formatting Placeholders & Textboxes Ex-Formatting Placeholders & Textboxes Templates Ex-Templates

IC³ 2007 Reference #	PCIC³B3 2007 Section #	Section Name
IC ³ -2 4.1.4	B1.19 B1.20	Viewing a Presentation Ex-Viewing a Presentation
IC ³ -2 4.1.5	B2.33 B2.34	Changing Slide Layouts Ex-Changing Slide Layouts
IC ³ -2 4.1.6	B1.24 B1.25	Slide Backgrounds Ex-Slide Backgrounds
IC ³ -2 4.1.7	B2.41 B2.42	Slide Transitions Ex-Slide Transitions
IC ³ -2 4.1.8	B1.21 B1.22	Organizing Slides Ex-Organizing Slides
IC ³ -2 4.1.9	B1.42 B1.44 B1.48 B1.49	Adding Notes Print Setup Printing Ex-Printing
IC ³ -2 4.1.10	B1.19 B1.38 B1.39 B2.30 B2.31	Viewing a Presentation Displaying a Slide Show Ex-Displaying a Slide Show Inserting Movies & Sounds Ex-Inserting Movies & Sounds
IC ³ -2 4.1.11	B1.19 B1.38 B1.39	Viewing a Presentation Displaying a Slide Show Ex-Displaying a Slide Show