

Multimedia Scope and Sequence

	Section	1	2	3
Creating a Presentation				
Create a slide		✓		
Name different media elements		✓		
Inserting and Modifying Text				
Add text		✓		
Inserting and Modifying Visual Elements				
Add a background image		✓		
Insert images		✓		
Add sound		✓		
Managing and Delivering Presentations				
Play a presentation		✓		
Creating a Presentation				
Record and save a sound file			✓	
Add transitions to a presentation			✓	
Change the amount of time a slide appears			✓	
Change/Alter movement timing			✓	
Utilize outline view			✓	
Rearrange objects			✓	
Create headers and footers			✓	
Inserting and Modifying Visual Elements				
Use the drawing toolbar			✓	
Utilize graphics tools to create an image			✓	
Animate images or text			✓	
Name different media elements			✓	
Use the auto shapes feature			✓	
Change animation timing			✓	
Modifying Presentation Formats				
Utilize setting options			✓	
Add hidden slides			✓	
Create a branching slide			✓	

	Section	1	2	3
Working with Data from Other Sources				
Insert a video file			✓	
Create graphs			✓	
Import objects from other applications			✓	
Managing and Delivering Presentations				
Print slides			✓	
Modify notes master			✓	
Change the order of a slide			✓	
Choosing handouts			✓	
Use the rehearse timings feature			✓	
Describe the AVI file format			✓	
Create a linear multimedia presentation			✓	
Determine the playing options for a presentation			✓	
Running and controlling the show			✓	
Adding hyperlinks and transitions			✓	
Insert slides from another presentation			✓	
Create custom shows			✓	
Creating a Presentation				
Insert buttons and hot spots				✓
Synchronize movement and sound				✓
Change the amount of time a slide appears				✓
Change/Alter movement timing				✓
Utilize slide wizard				✓
Align objects				✓
Utilize grouping / ungrouping features				✓
Design a slide according to color scheme				✓
Create headers and footers				✓
Adding hyperlinks and transitions				✓

	Section		
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Inserting and Modifying Visual Elements			
Apply different design templates			✓
Utilize action buttons			✓
Name different media elements			✓
Add a background image to a slide			✓
Use the auto shapes feature			✓
Add scrolling text effects to a slide			✓
Change animation timing			✓
Managing and Delivering Presentations			
Adding hyperlinks and transitions			✓
Insert slides from another presentation			✓
Create custom shows			✓
Utilize nested presentations			✓