

<b>Project</b>	<ol style="list-style-type: none"><li>1. Read chapter one, pages 1135 – 1180, “Getting Started with PowerPoint 2003”</li><li>2. Submit answers to all the questions on pages 1181 - 1182 of your text.</li><li>3. Perform and submit project 1A – Expansion.</li></ol>
<b>Deliverables:</b>	<ol style="list-style-type: none"><li>1. Answers to questions on pages 1181 - 1182.</li><li>2. Project 1A – Expansion.</li></ol>
<b>Notes</b>	<ol style="list-style-type: none"><li>1. File data files for projects 1A is in <b>Shortcut to Student Resource CD   01_student_data_files   powerpoint_chapter_01</b></li></ol>
<b>Instructions:</b>	<ol style="list-style-type: none"><li>1. Create a cover page containing your author identification.</li><li>2. Create a separate, single page containing the answers to the exercises on pages 1181 and 1182 of your text.</li><li>3. Complete project 1A and store the document file in folder <b>p11</b>.</li><li>4. Compile your assignment<ol style="list-style-type: none"><li>4.1. Put the cover sheet on top</li><li>4.2. Put the answers to exercises next</li><li>4.3. Put project 1A next.</li><li>4.4. Staple all the pages of your assignment together.</li></ol></li><li>5. Submit your assignment at the beginning of the class session in which it is due.</li><li>6. Save your cover page and assignment on your USB Flash Drive. Put your cover page and assignment in folder <b>p11</b>.</li></ol>