

Summary of Skills

Examine the completed projects. Indicate the skills in which students have mastered by placing a check mark beside the learning objective.

Content Knowledge	<input checked="" type="checkbox"/>
list the role of a travel agent	
describe how technology has changed the job of a travel agent	
describe modes of transportation	
evaluate the content of travel advertisement	
list ways that travel has changed the way people live, work, and play	
research the sites, events, climate, and interesting facts about a travel destination	
organize facts under headings	
write information in a way that will attract tourists to want to visit a travel destination	
label the parts of the Microsoft PowerPoint window	
label the parts of the ribbon including a tab, group, and command	
locate commands on the ribbon	
organize activities into a travel itinerary	
select activities suitable to a particular type of tourist	
write details about each event or site using descriptive language	
label a map	
edit spelling	
organize the sequence of information in a presentation	
provide feedback about a travel advertisement	

Presentation Skills	<input checked="" type="checkbox"/>
Working in Different Views	
view a slideshow in Normal View, Outline View, Slide Show View, and Slide Sorter View	
create a slide in Normal View	
insert a slide in Outline View	
create a slide in Outline View	
decrease or increase the level of text in Outline View	
organize slide order in Slide Sorter View	
Working with the Slide Master	
view the slide master	
select the default slide master	
format slide background to a solid color, gradient, or texture	
format the font, font size, font style, alignment, and font color of text on the slide master	
format the fill and line color of a placeholder on the slide master	
change the bullet style for each level on the slide master	
insert a clip art onto the slide master and format the appearance	
draw a shape onto the slide master and format the appearance	
set the header and footer on the slide master	
close slide master view	
Working with Slides	
insert a new slide	
select a slide layout	
change the slide in view	
Working with Text	
add text to a placeholder	
format text in a text box by changing the color, outline, or effect	
edit the spelling using the <i>Spelling</i> command	

Presentation Skills	<input checked="" type="checkbox"/>
Working with Objects	
insert clipart	
format the clip art: recolor, style, shape, border, effect	
draw a shape on a slide	
format the shape: style, fill, border, effect	
change the object order of slide objects	
align an object on a slide	
rotate or flip an object on a slide	
insert a picture onto a slide	
format a picture: recolor, style, shape, border, effect, object order, alignment, rotate, flip	
insert a hyperlink to a website on the Internet	
insert a hotspot to a website on the Internet	
test the hyperlinks	
Working with Tables	
insert a table and set the number of rows and columns	
format the table style by selecting an option for the gallery	
increase the size of the table by dragging the sizing handle	
add text into a table cell	
format the alignment of a table cell	
select an entire row in a table	
merge cells together to form one large cell	
Working with Animations	
add transitions between slides	
set the slides to automatically play for a specific amount of time	
Working with Different Forms of Output	
set up the advertisement to play on a kiosk	
print preview a handout	
select the type of handout from a list	
set the headers and footers on a handout	
frame and scale the slides on a handout	
select the order of the slides on a handout	
set the orientation of the handout	
print a handout of the slides	
save a presentation as a webpage	

Operating Environment	<input checked="" type="checkbox"/>
open and close a program	
open and close a file	
save a file	
print a document	
toggle between two open programs	
use the Zoom slider to change the magnification	

Word Processing Skills	<input checked="" type="checkbox"/>
type text into a document	
select text	
format the font, font size, and font style of text	
position the cursor within a document	
paste text into a document and customize the paste options	

Internet Skills

open a web browser	
view bookmarked websites	
search for information or pictures using a search engine	
copy information from a web page	
copy a URL from the address bar of a web browser	
save a picture from a web page	
view a PowerPoint file as a webpage in Windows Internet Explorer	

Applied Technology

research a travel destination to plan a weekend getaway	
create a unique design for a travel advertisement by editing the slide master	
create a title slide	
create an introduction slide that includes two interesting facts and facts about the climate	
create a slide that includes a travel itinerary	
create a slide for each activity in the travel itinerary that includes descriptive information and a picture	
create a slide that includes a map with the travel destination clearly labeled	
create a slide with links to websites on the Internet that give tourists more information	
edit the content of a presentation	
save a presentation in a variety of formats	
share a travel advertisement with an audience	