

PowerPoint Lesson 3

Working with Visual Elements

**Microsoft Office 2010
Introductory**

Student Learning Outcomes:

Students should be able to:

- Insert, convert, and edit SmartArt graphics.
- Create and format WordArt.
- Build and format charts.
- Create and modify a table.
- Draw, edit, and format an object.

Student Learning Outcomes (continued):

- Copy, move, order, and group objects.
- Create a text box on a shape.
- Animate shapes.
- Add a header or footer.