

**Unit 2: Links, Shapes, and Photo Albums****Unit Objectives****Lesson 1 – Game Show, Part 1**

- Use textboxes and WordArt

**Lesson 2 – Game Show, Part 2**

- Define hyperlinks and Action Buttons
- Insert hyperlinks and Action Buttons

**Lesson 3 – Photo Album**

- Download and unzip a file
- Create a Photo Album using external images
- Change the layout of several photos
- Add captions to describe the photos
- Add shapes, including callouts, to enhance the photos

**Student Prerequisites**

- Getting Started with Microsoft Office module
- PowerPoint 2: Fundamentals - Unit 1

**Teacher Preparation**

- Students will be downloading and working with Microsoft application files. At the beginning of each lesson, students are instructed to save these files to a location indicated by the teacher. Make sure students know where the files are to be stored prior to starting the lessons.
- Students will be creating many documents. The total number of documents for the class can be large because each student typically creates one document per lesson. You need to decide how to assess these documents. There are many options such as giving a checkmark for completion, grading only one of the documents, or not assessing any of the documents and just relying on the quizzes and/or module test for the unit grade. When you have decided on an option make sure to communicate it to the students.
- Each lesson has at least one Challenge task towards the end of the lesson that extends one or more of the objectives covered in the lesson. Because they are

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extensions they are not necessarily required. You should review the Challenge task and determine the “rules” or reasons students should either complete or skip them.

**Teacher Materials**

The items below are available for this unit:

- *Game Show, Part 1* Teacher PowerPoint
- *Game Show, Part 2* Teacher PowerPoint
- *Photo Album* Teacher PowerPoint
- *Lesson Transcripts*
- *Student Worksheet Sample Answer*

**Student Materials**

- *Student Worksheet.pdf*

The items below are downloaded from within the lesson, by the student, for use in this unit:

- Lesson 1: *Game Show.pptx*
- Lesson 3: *Images.zip*