

PowerPoint

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Char Ohnstad
Development Date	10/25/2000
Revised Date	6/7/2007
Course Number	10-103-143
Instructional Level	Associate Degree
Potential Hours of Instruction	24
Total Credits	1

Description

Introduction to PowerPoint presentation software. Create, edit, save, and print a presentation. Insert clip art, apply animation and slide transition effects, import text, customize background and bullets, insert a table, scale objects, create a WordArt object, and create an interactive document.

Target Population

Anyone interested in learning PowerPoint

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation & Online	24	1

Textbooks

Shelly, Cashman, Sebok. *Microsoft PowerPoint 2003: Complete Concepts and Techniques*. Course Technology. 2003. ISBN: 0-7895-4679-5.

Learner Supplies

Computer storage media. **Manufacturer:** ---.

Prerequisites

Competency in Windows
OR the course Windows (10-103-134 or 10-103-135)
AND experience using word processing software

Exit Learning Outcomes

Core Abilities

A. Science and Technology

Competencies

A. Create a presentation using a slide design and text layout

Linked Core Abilities

Science and Technology

Competence will be demonstrated:

A.1. by completing a PowerPoint presentation with a multi-level bulleted list presentation

Criteria - Performance will be satisfactory when:

- A.1. PowerPoint presentation includes the use of selected design template
- A.2. PowerPoint presentation includes the use of Autolayout
- A.3. PowerPoint presentation includes the insertion of a new slide
- A.4. PowerPoint presentation includes the use of view options (normal, slide sorter, slide show)
- A.5. PowerPoint presentation includes a title slide
- A.6. PowerPoint presentation includes a footer
- A.7. PowerPoint presentation includes additional slides with a title
- A.8. PowerPoint presentation includes additional slides with a multi-level bulleted list
- A.9. PowerPoint presentation includes change of font style and size
- A.10. PowerPoint presentation includes the use of the print option print range
- A.11. PowerPoint presentation includes the use of the print options print what
- A.12. PowerPoint presentation includes the use of the print option color/grayscale
- A.13. PowerPoint presentation includes the use of the print options handouts

B. Create a presentation in outline view with clip art

Linked Core Abilities

Science and Technology

Competence will be demonstrated:

B.1. by completing a PowerPoint presentation in outline view with clip art and animation and slide transition effects

Criteria - Performance will be satisfactory when:

- B.1. you create presentation in outline view
- B.2. PowerPoint presentation uses a design template
- B.3. PowerPoint presentation includes the use of the outline toolbar
- B.4. PowerPoint presentation includes the insertion of a new slide
- B.5. PowerPoint presentation includes the deletion of a slide
- B.6. PowerPoint presentation includes moving a slide
- B.7. PowerPoint presentation includes title slide without a footer
- B.8. PowerPoint presentation includes inserting Clip art
- B.9. you explore sources for purchasing Clip art
- B.10. you explore copyright issues when using Clip art
- B.11. PowerPoint presentation includes resizing Clip art
- B.12. PowerPoint presentation includes moving Clip art
- B.13. PowerPoint presentation includes additional slides with multi-level bulleted lists
- B.14. PowerPoint presentation includes slide transition effects
- B.15. PowerPoint presentation includes clip art with custom animation effect
- B.16. PowerPoint presentation includes an outline summary slide
- B.17. you print notes and handouts with headers and footers

C. Use animation scheme

Linked Core Abilities

Science and Technology

You will demonstrate your competence:

C.1. by completing a PowerPoint presentation with an animation scheme

Your performance will be successful when:

C.1. PowerPoint presentation includes an animation scheme for the entire presentation

C.2. PowerPoint presentation includes an animation scheme for a single slide

C.3. PowerPoint presentation includes an animation scheme for multiple slides

C.4. PowerPoint presentation includes animated Clip art

D. Create a presentation enhancing a slide show

Linked Core Abilities

Science and Technology

Competence will be demonstrated:

D.1. by completing a PowerPoint presentations with embedded visuals to enhance a slide show

Criteria - Performance will be satisfactory when:

D.1. PowerPoint presentation includes an outline created in Word using insert/import/open

D.2. PowerPoint presentation includes ungrouping Clip art

D.3. PowerPoint presentation includes deleting parts of an ungrouped object

D.4. PowerPoint presentation includes recoloring parts of an ungrouped object

D.5. PowerPoint presentation includes regrouping the object

D.6. PowerPoint presentation includes editing the slide master

D.7. PowerPoint presentation includes deleting from a slide master

D.8. PowerPoint presentation includes adding a logo to a slide master

D.9. PowerPoint presentation includes customized graphical bullets

D.10. PowerPoint presentation includes use of Autonumbering

D.11. PowerPoint presentation includes an inserted table into a slide

D.12. PowerPoint presentation includes entering data into the inserted table

D.13. PowerPoint presentation includes formatting the fill in a table

D.14. PowerPoint presentation includes changing the borders in a table

D.15. PowerPoint presentation includes formatting text in a table

D.16. PowerPoint presentation includes a background using a picture

D.17. PowerPoint presentation includes inserting an organizational chart

D.18. PowerPoint presentation includes keying in text in the organizational chart

D.19. PowerPoint presentation includes inserting subordinates in the organizational chart

D.20. PowerPoint presentation includes inserting coworkers in the organizational chart

D.21. PowerPoint presentation includes inserting peers in the organizational chart

D.22. PowerPoint presentation includes the use of preset design schemes

D.23. PowerPoint presentation includes editing lines on a slide

D.24. PowerPoint presentation includes editing fill on a slide

D.25. PowerPoint presentation using Design Template to add to just one slide

E. Create a presentation modifying visual elements and presentations formats

Linked Core Abilities

Science and Technology

Competence will be demonstrated:

E.1. by completing a PowerPoint presentations with modified visuals to enhance a slide show

Criteria - Performance will be satisfactory when:

- E.1. PowerPoint presentation includes the use of AutoContent Wizard
- E.2. PowerPoint presentation includes editing the Color scheme
- E.3. PowerPoint presentation includes a modified footer on the title master
- E.4. PowerPoint presentation includes the use of a picture as a customized slide background
- E.5. PowerPoint presentation includes the use of texture as a customized slide background
- E.6. PowerPoint presentation includes the use of gradient as a customized slide background
- E.7. PowerPoint presentation includes an inserted table into a slide
- E.8. PowerPoint presentation includes a WordArt object using the WordArt Toolbar, selecting a style and editing text
- E.9. PowerPoint presentation includes sound effects added to a slide
- E.10. PowerPoint presentation includes sound effects added to objects
- E.11. PowerPoint presentation includes sound effects added to transition
- E.12. PowerPoint presentation includes an inserted chart
- E.13. PowerPoint presentation includes an edited data on the inserted chart
- E.14. PowerPoint presentation includes an inserted Excel chart with edited text
- E.15. PowerPoint presentation includes drawn Autoshapes
- E.16. PowerPoint presentation includes a Word Table
- E.17. PowerPoint presentation includes hyperlinks to the internet
- E.18. PowerPoint presentation includes hyperlinks to another slide
- E.19. PowerPoint presentation includes hyperlinks to another document
- E.20. PowerPoint presentation includes an automatically added summary slide
- E.21. PowerPoint presentation includes slide transitions
- E.22. you rehearse the timings of a slideshow
- E.23. you create and print Speaker Notes

F. Create an interactive PowerPoint presentation for use with a student response system

Linked Core Abilities

Science and Technology

You will demonstrate your competence:

F.1. by using the student response system to answer questions in a created PowerPoint presentation

Your performance will be successful when:

- F.1. PowerPoint presentation includes a minimum of four slides
- F.2. PowerPoint presentation includes a minimum of one True/False slide
- F.3. PowerPoint presentation includes a minimum of one multiple choice slide
- F.4. PowerPoint presentation includes a minimum of two slides with different chart

types