

COURSE OUTLINE**Computer Applications & Business Office Technologies 280
Microsoft Office Specialist (MOS):
Microsoft PowerPoint I****I. Catalog Statement**

Computer Applications & Business Office Technologies 280 provides students with instruction in beginning features and functions of Microsoft Office PowerPoint, a presentation software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in PowerPoint. Some of the topics for this course consist of: using a design template and auto layouts to create a presentation; using outline view and clip art to create a slide show; using embedded visuals to enhance a slide show; and creating a presentation on the Web.

Units – 3.0 (8 weeks)

Lecture/Demonstration Hours – 6.0

Recommended Preparation: Computer Applications & Business Office Technologies 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 2

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. create a presentation;
2. modify a presentation;
3. work with text;
4. work with visual elements;
5. customize a presentation;
6. create output;
7. deliver a presentation;
8. manage files;
9. assess his/her readiness to take the core certification test.

IV. Course Content**Total Contact Hours = 48**

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| A. Creating a presentation | 6 hours |
| 1. Creating a specified type of slide | |
| 2. Creating a presentation from a template and/or a Wizard | |
| 3. Navigating among different views (slide, outline, sorter, tri-pane) | |

4. Creating a new presentation from existing slides
 5. Copying a slide from one presentation into another
 6. Inserting headers and footers
 7. Creating a blank presentation
 8. Creating a presentation using the AutoContent Wizard
 9. Sending a presentation via e-mail
- B. Modifying a presentation 6 hours
1. Changing the order of slides using Slide Sorter view
 2. Finding and replacing text
 3. Changing the layout for one or more slides
 4. Modifying the Slide Master
 5. Modifying slide sequence in the outline pane
 6. Applying a design template
- C. Working with text 6 hours
1. Checking spelling
 2. Changing and replacing text fonts (individual slide and entire presentation)
 3. Entering text in tri-pane view
 4. Importing text from Word
 5. Changing the text alignment
 6. Creating a text box for entering text
 7. Using the Wrap text in Text Box feature
 8. Using the Office Clipboard
 9. Using the Format Painter
 10. Promoting and demoting text in slide & outline panes
- D. Working with visual elements 6 hours
1. Adding a picture from the ClipArt Gallery
 2. Adding and grouping shapes using WordArt or the Drawing Toolbar
 3. Applying formatting
 4. Adding text to a graphic object using a text box
 5. Scaling and sizing an object including ClipArt
 6. Creating tables within PowerPoint
 7. Rotating and filling an object
- E. Customizing a presentation 6 hours
1. Adding AutoNumber bullets
 2. Adding speaker notes
 3. Adding graphical bullets
 4. Adding slide transitions
 5. Animating text and objects
- F. Creating output 6 hours
1. Previewing a presentation in black and white
 2. Printing slides in a variety of formats
 3. Printing audience handouts
 4. Printing speaker notes in a specified format
- G. Delivering a presentation 6 hours

1. Starting a slide show on any slide
 2. Using screen navigation tools
 3. Printing a slide as an overhead transparency
 4. Using the pen during a presentation
- H. Managing files 6 hours
1. Saving changes to a presentation
 2. Saving as a new presentation
 3. Publishing a presentation to the Web
 4. Using Office Assistant
 5. Inserting hyperlink

V. Methods of Presentation

The following instructional methodologies may be used in the course:

1. lecture in current industry-standard software applications;
2. demonstrate software features using large-screen projection;
3. critique work in progress during lab time;
4. online.

VI. Assignments and Methods of Evaluation

1. In-class case problems that incorporate critical thinking and problem solving with computer skills proficiency.
2. Lab assignments used to reinforce case problems.
3. A skill assessment software tool for assessment tests.
4. Final examination.

VII. Textbooks

Shelly, G., Cashman, T., Quasney, J. Microsoft PowerPoint 2010 Comprehensive.
Cambridge, MA: Course Technology, 2012.
11th Grade Textbook Reading Level. ISBN: 1-43907893-9

VIII. Student Learning Outcome

Upon successful completion, the student will be able to:

1. create, modify, save, and print basic presentations;
2. customize presentations by adding images, charts, tables, and objects created in other application programs;
3. add animation, sound, timing, and other features to presentations;
4. manage presentation files and folders;
5. deliver a basic presentation.