



Lakeshore Technical College

## 10-103-161 PowerPoint - Level 1

### Course Outcome Summary

#### Course Information

<b>Alternate Title</b>	Upon completion of this course, the following competency will be met: Demonstrate basic functions such as saving, editing, and formatting content in a presentation software.
<b>Description</b>	PowerPoint - Level 1 introduces the student to the program by planning and creating a presentation, adding media and special effects, applying advanced formatting to objects.
<b>Total Credits</b>	1
<b>Total Hours</b>	36

#### Types of Instruction

Instruction Type	Credits/Hours
Flex Lab	36

#### Pre/Corequisites

None

#### Textbooks

Cengage Unlimited Access Code

1-term code required

Student may choose to purchase code for 2-term or 4-term depending on individual needs

<https://www.cengage.com/unlimited/>

New Perspectives Collection, Microsoft® 365 & PowerPoint® 2021: Comprehensive, 1st Edition

Jennifer T. Campbell

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\*\*\*Optional textbook can be purchased after obtaining access to Cengage Unlimited for a reduced price.

## **Learner Supplies**

Access to a computer with internet connectivity

Microsoft Office 365 (desktop version)

USB Jump Drive (Optional)

## **Institutional Learning Outcomes**

### **1. ILO: Communicates effectively**

#### **Criteria**

- 1.1. Utilize effective communication practices.
- 1.2. Express ideas and information clearly.

### **2. ILO: Models professionalism**

#### **Criteria**

- 2.1. Exhibit behaviors consistent with workplace standards.
- 2.2. Demonstrate personal accountability.

## **Program Outcomes**

### **1. Apply technology skills to business and administrative tasks**

#### **Criteria**

- 1.1. you select appropriate technology
- 1.2. you apply technology to accomplish tasks
- 1.3. you integrate multiple resources when appropriate
- 1.4. you troubleshoot and solve problems in technology and systems

## **Course Competencies**

### **1. Create a new PowerPoint presentation**

#### **Assessment Strategies**

- 1.1. Module Assignment
- 1.2. SAM Path
- 1.3. Review Assignment

#### **Criteria**

*Your performance will be successful when:*

- 1.1. you save the file with the correct name
- 1.2. you insert and delete slides
- 1.3. you add and move text on a slide
- 1.4. you remove a hyperlink and format text
- 1.5. you convert a numbered list to a SmartArt diagram
- 1.6. you change the theme and theme variant of the presentation
- 1.7. you open a file and save it as with a new name
- 1.8. you modify slide layouts
- 1.9. you insert and modify a photo
- 1.10. you rearrange the order of slides
- 1.11. you compress photos
- 1.12. you add speaker notes to a presentation
- 1.13. you create a presentation with no spelling errors

#### **Learning Objectives**

- 1.a. Plan a presentation
- 1.b. Create a new slide with a list

- 1.c. Save, edit and close a presentation
- 1.d. Format, move, and copy text
- 1.e. Convert a list to a SmartArt diagram
- 1.f. Duplicate, rearrange, and delete slides
- 1.g. Change the theme and theme variants
- 1.h. Insert, crop, and compress photos
- 1.i. Resize and move objects
- 1.j. Create speaker notes
- 1.k. Check the spelling in a presentation

## 2. Add media and special effects to a PowerPoint presentation

### Assessment Strategies

- 2.1. Module Assignment
- 2.2. SAM Path
- 2.3. Review Assignment

### Criteria

*Your performance will be successful when:*

- 2.1. you apply a theme from another presentation
- 2.2. you insert, resize and reposition a picture on a slide
- 2.3. you draw and format shapes
- 2.4. you apply a shape style
- 2.5. you add text to a shape
- 2.6. you insert, format, and modify a table
- 2.7. you apply and modify transitions
- 2.8. you apply animations and modify animation settings
- 2.9. you change the effects of an animation
- 2.10. you insert a video
- 2.11. you trim a video and add a poster frame
- 2.12. you insert symbols
- 2.13. you add a footer to slides, notes, and handouts
- 2.14. you compress media files
- 2.15. you use Office Mix

### Learning Objectives

- 2.a. Apply a theme from another presentation
- 2.b. Insert, format, and rotate shapes
- 2.c. Create, modify, and format tables
- 2.d. Insert and delete rows and columns
- 2.e. Filling cells with pictures
- 2.f. Insert symbols
- 2.g. Add a footer and header to slides, handouts, and notes pages
- 2.h. Apply and modify transitions and animations
- 2.i. Add video and modify playback options
- 2.j. Trim video and set poster frame
- 2.k. Compress media

## 3. Apply advanced formatting to objects

### Assessment Strategies

- 3.1. Module Assignment
- 3.2. SAM Path
- 3.3. Review Assignment

### Criteria

*Your performance will be successful when:*

- 3.1. you create and format a SmartArt diagram
- 3.2. you insert an audio clip and modify playback options
- 3.3. you insert and format a chart
- 3.4. you insert and format a text box

- 3.5. you insert and format WordArt
- 3.6. you insert and format pictures
- 3.7. you create and format a custom shape
- 3.8. you insert and edit a movie to a slide
- 3.9. you apply alternative text to objects in the presentation

#### **Learning Objectives**

- 3.a. Create and modify a SmartArt diagram
- 3.b. Add an audio clip
- 3.c. Create and modify a chart
- 3.d. Insert and format text boxes
- 3.e. Apply WordArt styles to text
- 3.f. Modify photos using photo editing tools
- 3.g. Apply an artistic effect to a photo
- 3.h. Create a custom shape
- 3.i. Fill a shape with a textured and custom gradient
- 3.j. Add alternate text to objects

### **4. Create a self-running presentation with advanced features**

#### **Assessment Strategies**

- 4.1. Module Assignment
- 4.2. SAM Path
- 4.3. Review Assignment

#### **Criteria**

*You will know you are successful when:*

- 4.1. you use guides to align guides
- 4.2. you apply multiple animations to an object
- 4.3. you use the animation pane to modify animation settings
- 4.4. you modify the background of slide
- 4.5. you insert a picture and apply advanced formatting
- 4.6. you apply hyperlinks to text
- 4.7. you create a shape and use it as an action button
- 4.8. you insert an action button
- 4.9. you modify the color palette
- 4.10. you apply rehearse timings
- 4.11. you modify the timings of slides
- 4.12. you record narration
- 4.13. you set up a show to be browsed at a kiosk
- 4.14. you run the document inspector
- 4.15. you package a presentation
- 4.16. you save a presentation as a PDF

#### **Learning Objectives**

- 4.a. Use guides to align objects
- 4.b. Use the animation pane to apply multiple animations to an object
- 4.c. Set animation triggers
- 4.d. Change the slide background
- 4.e. Creating and editing hyperlinks
- 4.f. Inserting action buttons
- 4.g. Customizing theme colors
- 4.h. Set slide timing manually
- 4.i. Rehearse timings
- 4.j. Record narration and timings
- 4.k. Apply kiosk browsing
- 4.l. Using the document inspector
- 4.m. Saving a presentation in other file formats