Lakeshore Technical College

10-103-161 PowerPoint - Level 1

Course Outcome Summary

Course Information

Description	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.
Total Credits	1
Total Hours	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 Microsoft® Office 365 & PowerPoint 2019: Comprehensive, 1st Edition

Katherine T. Pinard

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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

PowerPoint 2019

USB Jump Drive (Optional)

Core Abilities

1.   Apply learning

Criteria
1.1.   Learner transfers academic knowledge and principles to life and work situations
1.2.   Learner incorporates prior learning
1.3.   Learner knows when to ask for help
1.4.   Learner demonstrates appropriate safety precautions
1.5.   Learner identifies the need for lifelong learning
1.6.   Learner develops the ability to research beyond the required work
1.7.   Learner demonstrates a curiosity for learning about cultures, norms, and practices

2.   Integrate technology

Criteria
2.1.   Learner determines which tasks can be performed more efficiently by using technology
2.2.   Learner uses technology to perform tasks more efficiently
2.3.   Learner adapts to changing/emerging technology
2.4.   Learner selects culturally appropriate technology/tools to communicate with diverse groups

Course Competencies

1.   Create a new PowerPoint presentation

Linked Core Abilities
Apply learning
Integrate technology

Assessment Strategies
1.1.   SAM Training
1.2.   SAM End of Module Project
1.3.   SAM Project
1.4.   SAM Exam
1.5.   Review Problem

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

Linked Core Abilities
Apply learning
Integrate technology

Assessment Strategies
2.1.   SAM Training
2.2.   SAM End of Module Project
2.3.   SAM Project
2.4.   SAM Exam
2.5.   Review Problem

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.   Create and modify objects and charts

Linked Core Abilities
Apply learning
Integrate technology

Assessment Strategies
3.1.   SAM Training
3.2.   SAM End of Module Project
3.3.   SAM Project
3.4.   SAM Exam

3.5.   Review Problem

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

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

4.1.   SAM Training
4.2.   SAM End of Module Project
4.3.   SAM Project
4.4.   SAM Exam
4.5.   Review Problem
4.6.   Final Project

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.   Packing a Presentation for CD
4.n.   Saving a presentation in other file formats