



Lakeshore Technical College

10-103-161 PowerPoint 2016 - Level 1

Course Outcome Summary

Course Information

Description	PowerPoint 2016 - Level 1 introduces the student to the program by planning and creating a presentation, adding media and special effects, and applying advanced formatting to objects. This course is offered in a self-paced format.
Total Credits	1
Total Hours	36

Course Competencies

1. Create a new PowerPoint presentation

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

- 1.1. Review Problem
- 1.2. Case Problem
- 1.3. Quiz

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. Review Problem
- 2.2. Case Problem
- 2.3. Quiz
- 2.4. Midterm Project

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
- 2.l. Use Office Mix

3. Create and modify objects and charts

Linked Core Abilities

Apply learning
Integrate technology

Assessment Strategies

- 3.1. Review Problem
- 3.2. Case Problem
- 3.3. Quiz
- 3.4. Final Project

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