

Microsoft PowerPoint Learning Design

Information

Project Title: Microsoft PowerPoint

Course Number: 103-182

Total Credits: 2

The competencies and learning objectives contained within this document are what would be covered in the class and serves as a study guide for the exam. Please review this document carefully. You will create a slideshow, add objects, change the formatting, add and edit text, insert sound, apply transition and customize animation settings.

To schedule an exam: contact Greg Mittelsteadt at 920-924-3215 or cpl@morainepark.edu

- **80% is required on each section to pass this exam**
 - **15 multiple choice questions**
 - **one task-based project**
- **1 ½ hours will be allowed to complete the exam**
- **Exam must be finished in one session**

Course Description

Introduces Microsoft PowerPoint, Windows-based software that facilitates the design and creation of presentations in the form of text, clip art, animation, organizational charts and tables. Students produce interactive presentations with sound and other enhancements. For entry-level students, Microsoft Windows or Computer Literacy is recommended before starting this course.

Performance Expectations

Competencies - Course Level

1. Edit a presentation.

Performance Standards

Learning Objectives

- a. Open and save a presentation with footers.
- b. View a Slide Show.
- c. Edit a presentation in Normal view using the Outline tab.
- d. Edit a presentation in Normal View using the Slide tab.
- e. Edit a presentation in Slide Sorter view.
- f. Add Speaker Notes.
- g. Add headers and footers to slides and handouts.

2. Print presentation in a variety of formats.

Performance Standards

Learning Objectives

- a. Preview presentation.
- b. Print Slides.
- c. Print Handouts.
- d. Print Notes Pages.

3. Create a new presentation.

Performance Standards

Learning Objectives

- a. Create a presentation from scratch.
- b. Apply a Design theme.
- c. Modify a Design theme.
- d. Create a Color theme.
- e. Modify slide text.
- f. Format fonts.
- g. Move and copy text.

4. Modify presentation colors, fonts and backgrounds.

Performance Standards

Learning Objectives

- a. Modify slide Backgrounds.
- b. Add customized color to Slide Background.
- c. Add photo image or clip art to Slide Background.
- d. Format slide content.

5. Utilize graphic art elements.

Performance Standards

Learning Objectives

- a. Insert an image using Clip Art.
- b. Insert images from file located on CD.
- c. Size and move an image.
- d. Customize an image.
- e. Insert shapes.
- f. Format shapes.
- g. Insert text into shapes.

6. Format bullets and numbering.

Performance Standards

Learning Objectives

- a. Apply formatting to bullets.
- b. Insert a bulleted list.
- c. Insert a numbered list.
- d. Apply formatting to numbering.
- e. Rearrange a bulleted or numbered list.

7. Use SmartArt and WordArt.

Performance Standards

Learning Objectives

- a. Insert SmartArt.
- b. Apply custom formatting to SmartArt.
- c. Insert WordArt.
- d. Apply custom formatting to WordArt.

8. Apply Slide Transitions.

Performance Standards

Learning Objectives

- a. Insert Slide Transitions.
- b. Modify Slide Transitions.
- c. Enhance a presentation with sound.

9. Apply custom Animation Effects.

Performance Standards

Learning Objectives

- a. Add Animation to text, graphics or charts.
- b. Modify animation effects.
- c. Customize animation to compliment presentation.

10. Create tables.

Performance Standards

Learning Objectives

- a. Add a table to a presentation.
- b. Add information to table.
- c. Move and size a table.
- d. Add or delete rows and columns.

11. Create charts.

Performance Standards

Learning Objectives

- a. Create line and column charts.
- b. Create pie charts.
- c. Modify line and column charts.
- d. Modify pie charts.
- e. Move and resize charts.
- f. Apply a chart template.
- g. Add animation to a chart.