South Central College

OTEC 1840 Microsoft PowerPoint

Course Outcome Summary

Course Information

Description   This course is designed to build student skill at both a basic and advanced level in Microsoft PowerPoint. It begins with the introduction of concepts such as creating a basic presentation with pictures, shapes, and WordArt, adding media and animation. It continues with the basic skills students need to acquire to use the application proficiently. Once students are proficient at the basic level, the course moves on to the advanced concepts and features such as customizing templates and handouts using masters, developing presentations with content from outside sources, and organizing slides and creating photo albums. (Prerequisites: None)

Total Credits   3
Total Hours   48

Types of Instruction

Instruction Type	Credits/Hours
Lecture	3/48

Pre/Corequisites

None

Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies

1.   **Create and edit presentations.**

        Learning Objectives
        Select and change document themes and variants
        Create title and text slides with multilevel bulleted lists

Add new slides with different slide layouts
Insert pictures into slides with and without content placeholders
Move and resize pictures
Change font size and color
Bold and italicize text
Arrange and duplicate slides
Select slide transitions

2. Enhance presentations with pictures, shapes, and WordArt.

Learning Objectives
Download online themes
Insert and format pictures
Insert and size shapes
Apply effects to shapes
Add text to shapes
Insert pictures to create backgrounds
Insert and format WordArt
Format slide backgrounds
Find and replace text and check spelling
Add speaker notes

3. Create presentations with video, audio, animation, and photos.

Learning Objectives
Color and add artistic effects to photos
Ungroup, change color, and regroup illustrations
Copy slide elements from one slide to another
Insert and edit video clips
Insert audio clips
Control audio and video clips
Insert entrance, emphasis, and exit effects
Control animation timings

4. Create and format presentations with SmartArt graphics, charts, and tables.

Learning Objectives
Insert images from files into SmartArt graphics
Format SmartArt graphics
Convert text to SmartArt graphics
Create and format charts
Change chart titles and legends
Separate pie chart slices
Create and format tables
Insert symbols and images in tables

5. Add comments and footers, insert slides, add protection, and annotate presentations.

Learning Objectives
Combine PowerPoint files
Create, edit, accept, and reject comments
Insert slide footers
Set slide size and presentation resolution
Save presentations using different file formats
Inspect and protect files
Use presentation tools to navigate and annotate slide shows

6. Add navigation features to presentations using action buttons, hyperlinks, and formatted bullet characters.

Learning Objectives
Create presentations from Microsoft Word outlines
Add hyperlinks to slides and objects
Add action buttons and action settings

Align placeholder text
Create columns in placeholders
Change paragraph line spacing
Format bullet sizes and colors
Change bullet characters to pictures and numbers

7.   Create a self-running presentation with adjusted pictures, animated content, and slide timings.

Learning Objectives
Remove backgrounds, crop, and compress photos
Animate slide content with entrance, emphasis, and exit effects
Add and adjust motion paths for animations
Reorder animation sequences
Associate sounds with animations
Control animation timings
Animate SmartArt graphics and charts
Insert and animate text boxes
Animate bulleted lists
Set slide-show timings manually

8.   Customize templates and handouts using masters.

Learning Objectives
Apply slide and font themes to slide masters
Change slide master backgrounds
Add background styles and graphics to slide masters
Apply Quick Styles to placeholders
Change text direction and character spacing
Hide background graphics on individual slides
Apply fill to text boxes and change transparency
Rename and save slide masters as templates
Create handouts using the handout master
Create speaker notes using the notes master

9.   Add customized text boxes, SmartArt graphics, and shapes to a presentation.

Learning Objectives
Change text box outline colors, weights, and styles
Set text box formatting as the default for new text boxes
Apply gradients, textures, patterns, and effects to text boxes
Convert WordArt to SmartArt
Convert SmartArt graphics to text
Insert and modify shapes to create custom artwork
Create handouts by exporting presentations to Microsoft Word
Save presentations as picture presentations

10.   Create presentations with embedded and linked files and formatted tables and charts.

Learning Objectives
Insert objects from files
Embed and edit files
Draw and format tables
Resize, split, distribute, and arrange tables columns and rows
Insert and edit linked Excel worksheets
Change chart types and apply styles and effects to chart elements
Add hyperlinks to tables

11.   Organize slides, create photo albums, and share presentations.

Learning Objectives
Create section breaks
Rename and reorder sections
Create photo albums and add captions
Adjust quality of photos in photo albums

Set up custom size slides
Copy and compress video files
Create videos from presentations

SCC Accessibility Statement

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations.   North Mankato: Room B-132, (507) 389-7222;   Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: www.southcentral.edu/disability

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