

I. COURSE DESCRIPTION:

- A. Department Information:
Department: Computer Information Technology
Division: Business & Information Technology
Course ID: CIT 118
Course Title: Microsoft PowerPoint
Units: 3
Lecture: 3 hours
Laboratory: None
Prerequisite: None
Departmental Advisory: CIT 105
- B. Catalog and Schedule Description:
Introduction to a presentation graphics program for those who plan to make effective and compelling presentations. Instruction includes developing and customizing presentations by using charts, clip art, pictures, presentation templates, WordArt, and information and graphics from Word, Excel, and Access. (Formerly MIS 073/OIS 073)

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One.

III. EXPECTED OUTCOMES FOR STUDENTS:

Upon successful completion of the course, the student should be able to:

- A. apply concepts and functions of PowerPoint graphics program to create effective and compelling presentations.
- B. identify several of the current ideas in creating a powerful visual impact by assigning transition and building effects to slide presentations.
- C. demonstrate a knowledge of manipulating objects and groups of objects easily.
- D. apply knowledge of the concepts of using PowerPoint to convert graphic displays into slides, transparencies, speaker notes, outline pages, on-screen presentation or electronic presentations.
- E. create, modify, and enhance a presentation.
- F. integrate Word, Excel, Access, and Powerpoint into presentations.
- G. apply Macro functions and Visual Basic applications to a PowerPoint graphics program.
- H. demonstrate knowledge of inserting interactive documents to a PowerPoint self-running presentation.
- I. use the importing templates and clips from the Microsoft web site to design a PowerPoint graphics program.

IV. CONTENT

- A. Introduction to Powerpoint Graphics Program
 1. Getting started with Microsoft PowerPoint
 2. Defining presentation software
 - a. Starting PowerPoint for Windows
 - b. Using the Auto Content Wizard
 - c. Viewing the PowerPoint window
 - d. Viewing your presentation
 - e. Working with toolbars
 - f. Getting help
 - g. Closing a file and exiting PowerPoint
- B. Creating a Presentation
 1. Planning an effective presentation

2. Choosing a look for a presentation
 - a. Entering slide text
 - b. Creating a new slide
 - c. Working in outline view
 - d. Entering text in notes pages view
 - e. Saving a presentation
 - f. Printing a presentation
- C. Modifying a Presentation
 1. Opening an existing presentation
 2. Adding and arranging text
 3. Formatting text
 - a. Drawing and modifying objects
 - b. Editing objects
 - c. Aligning and grouping objects
 - d. Replacing text
 - e. Checking spelling
- D. Enhancing a Presentation
 1. Inserting clip art
 2. Inserting graph data
 - a. Formatting a chart
 - b. Working with an organizational chart
 - c. Inserting WordArt
 - d. Working with a slide master
 - e. Choosing a color scheme
 - f. Using slide show commands
 - g. Using slide show special effects
- E. Integrating Word, Excel, Access, and PowerPoint
 1. Inserting a word outline into a PowerPoint presentation
 2. Embedding a word table to a PowerPoint slide
 3. Linking an Excel worksheet to a PowerPoint slide.
- F. Working with Macros and Visual Basic for Application
 1. Creating an electronic resume
 2. Recording a macro and assigning it to a menu command
 3. Creating a form to customize the presentation
- G. Creating a Self-Running Presentation Containing Interactive Documents
 1. Adding a presentation within a presentation
 2. Inserting, formatting, and animating a diagram
 3. Creating a self-running presentation
- H. Importing Templates and Clips from the Microsoft Web Site
 1. Locating and downloading a template
 2. Importing a design template from the Microsoft Office Template Gallery on the World Wide Web
 3. Importing clips from the Microsoft Design Gallery Live on the World Wide Web

V. METHODS OF INSTRUCTION:

- A. Lecture
- B. Demonstrations
- C. Directed Discussion and Discovery
- D. Hands-On Experience

VI. TYPICAL ASSIGNMENTS

- A. Reading, Writing, Problem Solving or Performance.
 - 1. Create a presentation that contains at least three slides describing how you intend to use PowerPoint for a personal project. Be sure to use a table in the presentation. Print the presentation. Save and close the presentation.
 - 2. What are some advantages of starting with a blank presentation instead of using the Auto Content Wizard? Which method do you prefer and why?
- B. Project
 - 1. Explore the clip art available on the web. Begin a new presentation on a subject of your choice. Choose to insert clip art on a slide, and in the Microsoft Clip Gallery download clip art for the slide.

VII. EVALUATION(S)

- A. Methods of Evaluation
 - 1. Examinations and quizzes
 - a. Typical examination question
You can drag a sizing handle to reposition a placeholder. __T __F
 - 2. Project
 - a. Create an outline presentation file. Add hyperlinks on the summary slide to each of the remaining slides listed. Insert a date footer on each slide. Print handouts.
 - 3. Creating and Delivering
 - a. Create a presentation of your choice using all the tools and techniques learned in this course. Deliver the presentation to your classmates.
- B. Frequency of Evaluation
 - 1. Minimum of five quizzes
 - 2. Weekly practice exercises
 - 3. Two examinations
 - 4. One final exam: presentation

VIII. TYPICAL TEXT(S)

Marple, Margaret. PowerPoint 2002: Comprehensive, Woodland Hills, CA: Glencoe/McGraw-Hill, 2002.

Preston, John and Preston, Sally and Ferrett, Robert L. Learn PowerPoint 2002, Upper Saddle River, NJ: Prentice Hall, 2002.

Rutkosky, Nita and Seguin, Denise. Microsoft PowerPoint 2002, St. Paul, MN: EMC Paradigm, 2002

IX. OTHER SUPPLIES REQUIRED FOR STUDENTS:

Zip Disk.