

EASTERN ARIZONA COLLEGE

Beginning Microsoft PowerPoint

Course Design
2019-2020

Course Information

Division Business
Course Number CMP 110AD
Title Beginning Microsoft PowerPoint
Credits 0.5 - 1
Developed by Janice Lawhorn, Ph.D./Revised by Andy Shaver
Lecture/Lab Ratio 0.5 Lecture = .5 Lecture/0 Lab
 1 Lecture = 1 Lecture/0 Lab

Transfer Status

| | ASU | NAU | UA |
|--|-----------------|---------------------------|------------------|
| | Elective Credit | CTE Departmental Elective | Non Transferable |

Activity Course No
CIP Code 11.0100
Assessment Mode Final Exam (20 Questions/20 Points)
Semester Taught Upon Request
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No
Diversity and Inclusion Course No

Prerequisites

None

Educational Value

This course is designed for those students interested in using a personal computer to create, deliver and print slide presentations, apply and modify templates, implement color schemes, create and edit graphs, use multimedia files, review and conference presentations and make presentations available over the internet.

Description

Students will become familiar with beginning level functions of Microsoft PowerPoint, a slide and video software package.

Supplies

None

Competencies and Performance Standards

1. Create a presentation.

Learning objectives

What you will learn as you master the competency:

- a. Start PowerPoint.
- b. Use the AutoContent Wizard.
- c. Move around in a presentation.
- d. Change text in Outline view.
- e. Understand and change presentation views.
- f. Move from slide to slide.
- g. Change and add text in Slide view.
- h. Preview slides in Slide Sorter view.
- i. Save the presentation.

Performance Standards

Competence will be demonstrated:

- o in completion of assigned activities

Criteria - Performance will be satisfactory when:

- o learner uses the AutoContent Wizard
- o learner moves around in a presentation
- o learner changes text in Outline view
- o learner changes presentation views
- o learner moves from slide to slide
- o learner previews slides in Slide Sorter view
- o learner saves the presentation
- o learner previews slides in Slide Sorter view
- o learner saves the presentation

2. Manipulate a presentation.

Learning objectives

What you will learn as you master the competency:

- a. Start a new presentation.
- b. Enter text in a slide.
- c. Create new slides.
- d. Enter text in an outline.
- e. Insert slides from other presentations.
- f. Rearrange slides.
- g. Create speaker's notes pages.
- h. Show slides in Slide Show view.

Performance Standards

Competence will be demonstrated:

- o in completion of assigned activities

Criteria - Performance will be satisfactory when:

- o learner enters text in a slide
- o learner shows slides in Slide Show view
- o learner creates new slides
- o learner enters text in an outline
- o learner inserts slides from other presentations
- o learner rearranges slides
- o learner creates speaker's notes pages
- o learner shows slides in Slide Show view

3. Print a presentation.

Learning objectives

What you will learn as you master the competency:

- a. Open an existing presentation.
- b. Preview slides in black and white.
- c. Add a header and footer.
- d. Change a presentation slide setup.
- e. Choose a printer.
- f. Print presentation slides, audience handouts and speaker's notes.

Performance Standards

Competence will be demonstrated:

- o in completion of assigned activities

Criteria - Performance will be satisfactory when:

- o learner opens an existing presentation
- o learner previews slides in black and white
- o learner adds a header and footer
- o learner changes a presentation slide setup
- o learner chooses a printer
- o learner prints presentation slides, audience handouts and speaker's notes

4. Outline ideas.

Learning objectives

What you will learn as you master the competency:

- a. View and enter text in Outline view.
- b. Insert an outline from Microsoft Word into PowerPoint.
- c. Change the view of an outline.
- d. Edit and rearrange outline text.
- e. Format text and change fonts.
- f. Send an outline to Microsoft Word.

Performance Standards

Competence will be demonstrated:

- in completion of assigned activities

Criteria - Performance will be satisfactory when:

- learner views and enters text in Outline view
- learner inserts an outline from Microsoft Word into PowerPoint
- learner changes the view of an outline
- learner edits and rearranges outline text
- learner formats text and changes fonts
- learner sends an outline to Microsoft Word

5. Add and modify text.

Learning objectives

What you will learn as you master the competency:

- a. Select and deselect objects.
- b. Correct text as you type.
- c. Add text to slides.
- d. Adjust and format text.
- e. Find and replace text and fonts.
- f. Check spelling.
- g. Check presentation styles.
- h. Look up information in Microsoft Bookshelf.

Performance Standards

Competence will be demonstrated:

- in completion of assigned activities

Criteria - Performance will be satisfactory when:

- learner selects and deselects objects
- learner corrects text while typing
- learner adds text to slides
- learner adjusts and formats text
- learner finds and replaces text and fonts
- learner checks spelling
- learner checks presentation styles
- learner looks up information in Microsoft Bookshelf

Types of Instruction

Classroom presentation

Classroom application

Grading Information

Grading Rationale

Final grade is based on the Final Exam and a final project.

Grading Scale

| | |
|------|----------------------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| Pass | Grade 70% or higher |
| Fail | Less than 70% on Post-Test |