

Competency Profile

Microsoft PowerPoint



BTC: CAP 148 – MS PowerPoint (3 credits)

WCC: BIS 181 – Introduction to Presentation Software (3 credits)

Course designed to provide hands-on instruction using the commands and features of PowerPoint for Windows to create simple to complex business presentations. Students will demonstrate efficient use of PowerPoint MOS skills to produce a variety of business presentations.

1. Creating & Formatting Presentations

- 1.1 Create new presentations
 - Create presentations from blank presentations
 - Create presentations from templates
 - Create presentations from existing presentations
 - Create presentations from MS Office Word outlines
- 1.2 Customize slide masters
 - Apply themes to slide masters
 - Format slide mast backgrounds
- 1.3 Add elements to slide masters
- 1.4 Create and change presentation elements
 - Change presentation orientation
 - Add, change, & remove transitions between slides
 - Set slide size
- 1.5 Arrange slides

2. Creating & Formatting Slide Content

- 2.1 Insert & format text boxes
 - Insert & remove text boxes
 - Size text boxes
 - Format text boxes
 - Select text orientation & alignment
 - Set margins
 - Create columns in text boxes
- 2.2 Manipulate text
 - Cut, copy & paste text (paste special)
 - Apply Quick Styles from the Style Gallery
 - Format font attributes
 - Use the Format Painter to format text
 - Create & format bulleted & numbered lists
 - Format paragraphs
 - Insert & modify WordArt
- 2.3 Add & link existing content to presentations
 - Reuse slides from an existing presentation (apply slide masters)
 - Copy elements from one slide to another
 - Insert hyperlinks
 - Insert media clips
- 2.4 Apply, customize, modify & remove animations
 - Apply built-in animations
 - Modify animations
 - Create custom animations

3. Working with Visual Content

- 3.1 Create SmartArt diagrams
 - Create SmartArt diagrams from bullet points
- 3.2 Modify SmartArt diagrams
 - Add text to SmartArt diagrams
 - Change them colors
 - Add effects using SmartArt Styles
 - Change the layout of diagrams
 - Change the orientation of charts
 - Add or remove shapes within SmartArt
 - Change diagrams types
- 3.3 Insert illustrations and shapes
 - Insert pictures from file
 - Insert shapes
 - Insert clip art
 - Add text to shapes
- 3.4 Modify illustrations
 - Apply Quick Styles to shapes & pictures
 - Add, change & remove illustrations effects
- 3.5 Arrange illustrations & other content
 - Size, scale & rotate illustrations & other content
 - Order illustrations & other content
 - Group & align illustrations & other content
 - Use guidelines & guides to arrange illustrations
- 3.6 Insert & modify charts
 - Change chart types
 - Format fill & other effects
 - Add chart elements
- 3.7 Insert & Modify Tables
 - Insert tables in a slide
 - Apply Table Styles to tables
 - Change alignment & orientation of table text
 - Add images to tables

See page two for skill areas 4 & 5

4. Collaborating On & Delivering Presentations



- 4.1 Review presentations
 - Insert, delete & modify comments
 - Show & hide markup
- 4.2 Protect presentations
 - Add digital signatures to presentations
- 4.3 Secure & share presentations
 - Identify presentation features not supported by previous versions
 - Remove inappropriate information using Document Inspector
 - Restrict permissions to a document using Information Rights Management (IRM)
 - Mark presentations as final
 - Compress images
 - Save presentations as appropriate file types
- 4.4 Prepare printed materials
 - Customize handout masters
 - Print a presentation in various formats
- 4.5 Prepare for & rehearse presentation delivery
 - Use presentation tools
 - Show only specific slides in a presentation
 - Rehearse & time the delivery of presentation
 - Package presentations for a CD
 - Set slide show options

5. Assessment

- Competency final must include a complex & well delivered PowerPoint presentation
- Simulated MOS test to demonstrate proficient MOS comprehensive skills with B or better accuracy.
- PowerPoint presentation included in student portfolio.

Assessment: Using SAM/MCAS or other comparable exam, students pass core level exam at 80% or better.

College Textbook:

-  BTC: Microsoft Power Point 2007: Comprehensive; Alec Fehl – Labyrinth Learning Publisher
-  WCC: Microsoft Office Powerpoint 2007; Wiley Publishing