

COMPETENCY PROFILE



MICROSOFT POWERPOINT

BTC: CAP 148 – MS PowerPoint (45 hrs/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.

Keyboarding Proficiency

- Key 30-35 wpm on a 3 minute timing with maximum 3 errors (1 error per minute) include alpha and symbols in timed text.

File Management

- Copying, moving, deleting files/folders.

Creating a Presentation

- Create presentations (manually & using automated tools).
- Add slides to and delete slides from presentations.
- Modify headers and footers in the slide master.

Inserting and Modifying Text

- Import text from Word.
- Insert, format and modify text.

Inserting and Modifying Visual Elements

- Add tables, charts, clip art and bitmap images to slides.
- Customize slide backgrounds.
- Add OfficeArt elements to slides.
- Apply custom formats to tables.
- Insert and modify organizational charts

Exporting Elements

- Outline to MS Word
- Notes to MS Word

Printing Presentations

- Preview and print slides, outlines, handouts and speaker notes.

Working With Data From Other Sources

- Import Excel charts into slides.
- Add sound and video to slides.
- Insert Word tables on slides.
- Limit 'bells and whistles'.

Planning a Presentation

- Enhance oral elements.
- Use speaker notes instead of word bullets.

Modifying Presentation Formats

- Apply formats to presentations.
- Apply animation schemes.
- Apply slide transitions.
- Customize slide formats.
- Customize slide templates.
- Manage a slide master.
- Rehearse timing.
- Rearrange slides.
- Modify slide layout.
- Add hyperlinks and action buttons.

Managing and Delivering Presentations

- Set up slide shows.
- Deliver presentations.
- Manage files and folders for presentations.
- Work with embedded fonts.
- Save and preview as a web page.
- Understand Pack and Go.

Workgroup Collaboration

- Set up a review cycle.
- Review presentation comments.
- Schedule and deliver presentation broadcasts.

Assessment

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

College Textbook:

 MS PowerPoint 2002 Comprehensive Certification; Nita Rutkosky, EMC Paradigm Publishing