

## Computer Applications II

### *Microsoft PowerPoint*

<b>Text:</b>	<i>McGraw-Hill Publishing Company</i> <i>PowerPoint 2003: A Professional Approach, Comprehensive</i> , copyright 2005 Author: Pat R. Graves
<b>Supplemental Materials:</b>	Internet
<b>Course Description:</b>	The students develop an understanding of <i>PowerPoint</i> , a presentation program that allows you to build presentations, design simple presentations using state-of-the-art text and graphic tools, learn how to expedite presentation creation with the Outline mode, masters and templates, add some transitions and animations for audience interest and get your points across quickly and clearly.
<b>Methods of Evaluation:</b>	Students will be assessed by concept reviews, applications, tests, quizzes, theory, and knowledge of the software being used, semester exams and/or any other form of evaluation instrument the instructor finds applicable to the course.
<b>Pace of Instruction:</b>	Basic Skills What is PowerPoint? Basic Presentation Tools Developing a Presentation Creating a Presentation Outlines, Hyperlinks, and HTML Working with Text Customizing a Presentation Working with PowerPoint Objects Working with Lines, Fills, and Colors Formatting Objects Advanced Techniques Customizing Templates Controlling Layout Options Animation and Slide Show Effects
<b>Course Objectives:</b>	Start PowerPoint. Explore PowerPoint. Use text placeholders. Use tabs and views. Name and save a presentation. Run a slide show. Print slides and handouts. Close a presentation and exit PowerPoint. Use the AutoContent Wizard. Select, rearrange, and delete slides. Edit and revise text. Add slide transitions.

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<p>Add headers and footers. Create a new presentation. Change slide layouts. Work with design templates. Use the clipboard. Work with multiple open presentations. Work with speaker's notes. Work with the Outline pane. Rearrange outline text. Move text and slides in the Outline pane. Import and export outlines. Work with hyperlinks. Save a presentation as a Web page. Work with fonts. Apply text formatting to placeholders. Work with bullets. Modify a design template's text placeholders. Work with text boxes. Work with drawing tools. Use AutoShape tools. Insert clip art. Adjust clip art size and image settings. Use WordArt for special text effects. Change the line color and line style of AutoShapes. Change the fill color of objects. Work with an extended range of colors. Add patterns, gradient fills, and textures. Use the Format Painter tool to copy formatting. Adjust presentation color settings. Work with multiple objects. Align, distribute, and flip AutoShapes. Work with layers of objects. Group, ungroup, and regroup objects. Apply object shadows and 3-D effects. Use the Duplicate command. Use advanced image editing techniques. Work with backgrounds. Customize an existing design template. Create a new design template. Apply design templates and color schemes from other presentations. Adjust indents by using the rulers. Set tab stops, edit tab stops, and create a tabbed table. Control line spacing and paragraph spacing. Use grids and guides to control layout. Work with text in AutoShapes. Work with page setup options.</p>
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	Customize handout masters and notes masters. Use animation schemes and custom animation. Modify and enhance animation effects. Add Multimedia elements. Control a slide show. Work with custom shows.
Date Completed	10-12-11