

Prepared by: L. West  
Reviewed by K. Bandy  
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Semester effective:

Computer Information Systems (CIS) 1812 Introduction to Presentation Graphics—Microsoft PowerPoint (1.5) CSU

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Hours and Units Calculations:

16 hours lecture (32 Outside of Class Hours) 24 hours lab (72 Total Student Learning Hours) 1.5 Units

Catalog Description: This course is an entry-level course for students who wish to obtain a general knowledge of the application of presentation graphics software in the preparation of effective, professional presentations. This course will cover a computerized presentation on a topic of their choice as a final project. All presentations will be developed using Microsoft PowerPoint.

Type of Class/Course: Degree credit

Text: Sebok, Susan L. *Shelly Cashman Series Microsoft Office 365 & PowerPoint 2019 Comprehensive. 1st Edition.* Cengage Learning, 2019.

Course Objectives:

By the end of the course, a successful student will be able to perform the following tasks with a high degree of accuracy and efficiency:

1. create a PowerPoint presentation using manual and automated tools,
2. create a presentation from imported text,
3. insert and modify presentation visual elements including tables, charts, clip art, and bitmap images,
4. apply animation schemes and slide transition effects,
5. import data from other applications including Word tables and Excel charts, and
6. create a self-running presentation containing hyperlinks and interactive documents.

Course Scope and Content:

- Unit I            Creating and Editing Presentations with Pictures
- A. Create a blank presentation
  - B. Select and modify a document theme
  - C. Create a title slide and text slides with single and multi-level bulleted lists
  - D. Add new slides and change slide layouts
  - E. Change font size and color

- F. Bold, italicize, and underline text
- G. Insert pictures into slides
- H. Move and size pictures
- I. Arrange slides
- J. Change theme colors
- K. Check spelling
- L. Review a presentation in different views
- M. Enter slide notes
- N. Save a presentation
- O. Print a presentation

Unit II Enhancing Presentations with Shapes and SmartArt

- A. Download an online theme
- B. Insert a symbol
- C. Insert a hyperlink
- D. Convert text to SmartArt
- E. Insert and resize shapes
- F. Apply effects to shapes
- G. Add text to shapes
- H. Apply shape styles
- I. Insert a picture as a shape style
- J. Move an object using grids, guides, and the ruler
- K. Merge shapes
- L. Add a footer
- M. Add slide transitions and change effect options

Unit III Inserting WordArt, Charts, and Tables

- A. Insert a chart and enter data
- B. Change a chart style
- C. Insert a table and enter data
- D. Apply a table style
- E. Insert a text box
- F. Change text box defaults and apply reset effects
- G. Reuse slides from another presentation
- H. Insert a picture without using a content placeholder
- I. Crop a picture
- J. Change a picture color tone and softness
- K. Convert text to WordArt
- L. Change WordArt style fill, and outline
- M. Animate text and change options
- N. Insert video

Unit IV Customizing Slide Masters and Presentations

- A. Apply slide and font themes to a slide master
- B. Change a slide master background
- C. Add a background style and graphic to a slide master
- D. Add and format a placeholder into a slide layout
- E. Change the theme variant
- F. Change the slide background to a pattern, texture, or gradient fill
- G. Inspect and protect a presentation

- H. Highlight text and use a pen and pointer during a slide show
- I. Rehearse slide timings

- Unit V Collaborating and Adding Animation
- A. Combine (merge) PowerPoint presentations
  - B. Accept and reject a reviewer's proposed changes
  - C. Delete, reply to, and insert comments
  - D. Change line and paragraph spacing
  - E. Apply picture and artistic effects
  - F. Change bullets to pictures and symbols and add effects
  - G. Animate slide content
  - H. Use the Animation Painter and Format Painter
  - I. Add motion paths for animations
  - J. Control animation timing
  - K. Create and manage sections
  - L. Insert zoom links

- Unit VI Formatting Tables and Charts
- A. Insert slides from an outline
  - B. Embed and edit a file
  - C. Insert an object from a file
  - D. Draw and format a table
  - E. Resize, split, and distribute table columns and rows
  - F. Insert and edit a linked Excel worksheet
  - G. Switch chart rows and columns
  - H. Change a chart type and layout
  - I. Apply effects to chart elements
  - J. Edit chart data
  - K. Add a link to a file
  - L. Navigate between slides in Reading and Outline views

- Unit VII Adding Media and Enhancing SmartArt
- A. Insert and edit an audio clip
  - B. Insert and edit a video clip
  - C. Insert a SmartArt graphic
  - D. Add pictures into a SmartArt Shape
  - E. Change the SmartArt color
  - F. Move SmartArt shapes up and down
  - G. Promote and demote SmartArt shapes
  - H. Remove a picture background
  - I. Change picture brightness, contrast, and color saturation
  - J. Insert a hyperlink and action button
  - K. Save a presentation as a PDF

Course Scope and Content: (Laboratory)

- Unit I Creating and Editing Presentations with Pictures
- A. Apply a document theme

- B. Create a presentation with a title slide, bulleted lists, and closing slide
- C. Format slide text
- D. Arrange slides
- E. Change theme colors
- F. Enter slide notes
- G. Save a presentation

Unit II Enhancing Presentations with Shapes and SmartArt

- A. Download an online theme
- B. Insert a symbol
- C. Insert a hyperlink
- D. Convert text to SmartArt
- E. Insert and enhance shapes
- F. Move objects on slides using grids, guides, and the ruler
- G. Merge shapes
- H. Add a slide footer
- I. Add slide transitions and change effect options

Unit III Inserting WordArt, Charts, and Tables

- A. Insert a chart and enter data
- B. Change a chart style
- C. Insert a table and enter data
- D. Apply a table style
- E. Insert a text box
- F. Change text box defaults
- G. Reuse slides from another presentation
- H. Insert a picture without using a content placeholder
- I. Crop a picture
- J. Change a picture color tone and softness
- K. Convert text to WordArt
- L. Format WordArt
- M. Animate text and change options
- N. Insert video

Unit IV Customizing Slide Masters and Presentations

- A. Apply slide and font themes to a slide master
- B. Change a slide master background
- C. Add and format a placeholder into a slide layout
- D. Change the theme variant
- E. Highlight text and use a pen and pointer during a slide show
- F. Rehearse slide timings

Unit V Collaborating and Adding Animation

- A. Combine PowerPoint presentations
- B. Use and manage slide comments
- C. Change line and paragraph spacing
- D. Apply picture and artistic effects
- E. Change bullets to pictures and symbols and add effects
- F. Animate slide content

- G. Use the Animation Painter and Format Painter
- H. Add animation motion paths
- I. Control animation timing
- J. Create and manage sections
- K. Insert Zoom links

#### Unit VI

##### Formatting Tables and Charts

- A. Insert slides from an outline
- B. Embed and edit a file
- C. Insert an object from a file
- D. Draw and format a table
- E. Resize, split and distribute table columns and rows
- F. Insert and edit a linked Excel worksheet
- G. Switch chart rows and columns
- H. Change a chart type and layout
- I. Add a link to a file

#### Unit VII

##### Adding Media and Enhancing SmartArt

- A. Insert and edit an audio clip
- B. Insert and edit a video clip
- C. Insert a SmartArt graphic
- D. Add pictures into a SmartArt shape
- E. Change the SmartArt color
- F. Move SmartArt shapes
- G. Remove a picture background
- H. Change picture brightness, contrast, and color saturation
- I. Insert a hyperlink and action button
- J. Save a presentation as a PDF

#### Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hours per week outside of the regular class time doing the following

1. completing assigned reading in the textbook and online course materials,
2. completing lab activities,
3. answering assigned questions, and
4. participating in discussion activities.

#### Methods of Instruction:

1. Lecture, demonstration, class discussion, and problem solving.
2. Assigned reading from the textbook and online course materials.
3. Assigned hands-on lab activities.
4. Assigned independent final project.

#### Methods of Evaluation:

1. Computational or non-computational problem-solving demonstrations, including:



- a. Demonstrated ability to use Microsoft PowerPoint through satisfactory completion of lab activities
2. Other examinations, including:
  - b. Demonstrated ability to use software tools
3. Evaluation of discussion activities.

Supplemental Data:

TOP Code:	0514.00: Office Technology/Office Computer Applications
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

Discipline:	Office Technologies
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