

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**INTRODUCTION TO COMPUTER ASSISTED BUSINESS GRAPHICS  
(Microsoft PowerPoint Introduction)**

(8 hours)

**ITSW 1023**

**COURSE SYLLABUS**

**Course Description:** Learn how to create a business presentation using electronic slide show – manual or automatic – with transitions, graphic slides, handouts, and instructor’s notes. Creating an initial outline, creating slides, using various screens and views, Autolayout, Wizards for Autocontent and Look, creating a simple text slide, formatting and proofing text, utilizing PowerPoint objects, animation, printing a presentation and creating and running a slide show. Prerequisites: Fundamentals of PC Use, including Orientation to Windows, or equivalent experience.

**Objectives:** Every student will be able to:

- Start MS PowerPoint application
- Identify parts of the screen
- Use different views
- Open and close a presentation
- Use Autolayout
- Use wizards
- Create and edit a simple text slide
- Format and proof text
- Use pictures and backgrounds
- Print a presentation
- Create and run a slide show

**Rationale:** MS PowerPoint is one of the most popular presentation programs used in the business community. This course will enable students to efficiently use this presentation application.

**Required Material:** None

**Type of Course:** Short Course

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**Evaluation:** Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

**Course Outline:**

- I. Starting MS PowerPoint (½ hour)
  - A. Opening MS PowerPoint
  - B. Identifying parts of the screen
  - C. Identifying menus, toolbars, ruler, status bar
  - D. Microsoft Office Assistant
  - E. Different views
  
- II. Opening and closing a presentation (½ hour)
  - A. Opening existing presentations
  - B. Saving a presentation
  - C. Navigating in a presentation
  - D. Closing a presentation
  
- III. Autolayout (2 hours)
  - A. Adding a new slide
  - B. Creating and editing the title slide
  - C. Creating and editing bulleted list slide
  - D. Creating a two column slide
  - E. Creating a table slide
  - F. Creating a slide with text and chart
  - G. Creating an organization chart
  - H. Creating a slide with a chart
  - I. Creating a slide with a picture, e.g. ClipArt

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- IV. Wizards (1 hour)
  - A. Starting the Autocontent wizard
  - B. Selecting a presentation type
  - C. Identifying and using titles, footers, slide numbers
  - D. Completing the wizard
  - E. Developing the content of the presentation
  
- V. Text slide (1 hour)
  - A. Creating a new blank presentation
  - B. Selecting a slide layout
  - C. Creating a simple text slide
  - D. Entering the title and text
  - E. Inserting a new slide
  - F. Deleting slides
  - G. Changing order of slides in a presentation
  - H. Changing views
  
- VI. Formatting and proofing text (1 hour)
  - A. Selecting parts of the text
  - B. Text formatting
  - C. Using colors
  - D. Changing alignment
  - E. Applying formatting to all slides
  - F. Spell checker

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- VII. Pictures and background (1 hour)
  - A. Drawing toolbar
  - B. Selecting objects
  - C. Formatting objects
  - D. Drawing tools
  - E. Autoshapes
  - F. ClipArt
  - G. Grouping and ungrouping objects
  - H. Aligning, moving, resizing objects
  - I. Adding custom background
  - J. Applying and creating color schemes
  
- VIII. Printing (½ hour)
  - A. Printing slides
  - B. Printing Notes
  - C. Printing handouts
  - D. Printing Outline
  
- IX. Slide show (½ hour)
  - A. Navigating through a slide show
  - B. Slide show transitions
  - C. Slide show timings
  - D. Setting animations
  - E. Animation effects
  - F. Hiding slides
  - G. Use slide show shortcuts

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**Student Assessment Checklist:**

At the completion of the course each student will be able to:

1. Start MS PowerPoint application
2. Identify parts of the screen
3. Use different views
4. Open and close a presentation
5. Use Autolayout
6. Use wizards
7. Create and edit a simple text slide
8. Format and proof text
9. Use pictures and backgrounds
10. Print a presentation
11. Create and run a slide show