AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

ADVANCED PRESENTATION SOFTWARE
(PowerPoint Intermediate)

(12 hours)

ITSW 2036

COURSE SYLLABUS

Course Description: Learn techniques for developing and modifying multimedia presentations and creating interactive slide shows. Enhance your PowerPoint skills and techniques by using advanced file searching, formatting and proofing tools. Learn to manipulate slide master, use ClipArt Gallery, create and organize tables and charts, publish to the web, and customize the PowerPoint software. Prerequisites: PowerPoint Introduction or equivalent experience.

Objectives: Every student will be able to:
- Use advanced multimedia functions to insert and modify visual elements
- Integrate information with other programs
- Create interactive slide shows
- Use multimedia web and collaboration features
- Use slide masters and apply themes
- Insert, format, and manipulate graphics and images
- Work with animation effects and slide show controls
- Create and format charts
- Link Excel charts

Rationale: MS PowerPoint is one of the most popular presentation programs used in the business community. This course will enable students to enhance their skills and create professionally looking presentations.

Required Material: None

Type of Course: Short Course

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.

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Course Outline:

1. POWERPOINT SECTIONS
    1.1.   Creating & Renaming Sections
    1.2.   Collapsing & Expanding Sections
    1.3.   Reordering Sections
    1.4.   Removing Sections and Slides
    1.5.   Removing Sections

2. SLIDE MASTERS
    2.1.   Inserting Slide Masters
    2.2.   Editing a Customized Slide Master
    2.3.   Using Customized Slide Masters

3. THEMES
    3.1.   Applying Themes
    3.2.   Modifying a Theme and Saving it as a New Theme
    3.3.   Setting a Theme as The Default Theme
    3.4.   Deleting a Theme
    3.5.   Creating and Saving a New Presentation Template
    3.6.   Modifying a Template

4. FORMATTING PICTURES & IMAGES
    4.1.   Removing a Picture Background
    4.2.   Coloring Pictures
    4.3.   Artistic Effects
    4.4.   Picture Styles
    4.5.   Picture Brightness And Contrast
    4.6.   Compressing Pictures
    4.7.   Resetting a Picture
    4.8.   Smartart & Pictures

5. MANIPULATING GRAPHICS
    5.1.   Ruler and Gridlines
    5.2.   Snapping to the Grid And Grid Spacing
    5.3.   Positioning a Graphic Relative to the Top-Left Corner of a Slide

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5.4.   Distributing Graphics Horizontally on a Slide
5.5.   Distributing Graphics Vertically on a Slide
5.6.   Cropping a Graphic
5.7.   Re-Scaling Pictures
5.8.   Converting a Clip Art Picture to an Autoshape and then Editing the Autoshape
5.9.   Saving a Graphic as a Graphics File
5.10.   Applying a Background Graphic to a Single Slide
5.11.   Hiding the Background Graphic on a Single Slide
5.12.   Applying a Background Graphic to Multiple Slides
5.13.   Hiding the Background Graphics on Multiple Slides
5.14.   Applying a Background Graphic to Every Slide
5.15.   Hiding the Background Graphic on Every Slide

6. FORMATTING AUTOSHAPES
    6.1.   Autoshape Background Fill Effects
    6.2.   Autoshape Transparency Effects
    6.3.   Autoshape Shape Effects
    6.4.   Autoshapes Format Painter
    6.5.   Autoshape Defaults

7. DIAGRAMS
    7.1.   Creating and Formatting an Organization Chart
    7.2.   Creating a Cycle Diagram
    7.3.   Creating a Pyramid Diagram
    7.4.   Creating a Flowchart Using 'Shapes'
    7.5.   Editing Flowchart Shapes and Connectors

8. CHARTS
    8.1.   Chart Title
    8.2.   Chart Legend
    8.3.   Data Labels
    8.4.   Axes Labels
    8.5.   Changing Chart Type
    8.6.   Chart Gap and Overlaps
    8.7.   Using Images in Chart Columns or Rows
    8.8.   Formatting The Plot and Chart Area Using Graphics

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8.9.   Axis Scales

9. VIDEO AND AUDIO
- 9.1.   Using Video
- 9.2.   Changing the Brightness and Contrast of a Video
- 9.3.   Re-Coloring a Video
- 9.4.   Adding a Poster Frame Image to a Video
- 9.5.   Resetting a Video
- 9.6.   Applying a Video Style
- 9.7.   Playing a Video in a Shape
- 9.8.   Changing the Color And Weight of a Video Border
- 9.9.   Applying Special Effects to a Video
- 9.10.   Trimming Video
- 9.11.   Video Looping
- 9.12.   Using Audio

10. ANIMATION
- 10.1.   Applying Animation Effects
- 10.2.   Animation Triggers
- 10.3.   Using the Animation Painter
- 10.4.   Creating Custom Animation Effects
- 10.5.   Modifying Custom Animation Settings
- 10.6.   Changing the Custom Animation Sequence
- 10.7.   Using Custom Animation to Fade Bulleted Paragraphs
- 10.8.   Animating Chart Columns By Series
- 10.9.   Animating, or Not Animating, the Chart Grid and Legend
- 10.10.   Animating Smartart

11. LINKING AND EMBEDDING
- 11.1.   Action Buttons - Linking To A Different Slide
- 11.2.   Action Buttons - Linking To A Specific Slide
- 11.3.   Action Buttons - Linking To A Url
- 11.4.   Action Buttons - Linking To Custom Shows
- 11.5.   Action Buttons - Linking to a Different File
- 11.6.   Linking Data Into a Slide and Displaying as an Icon Object
- 11.7.   Linking and Updating Objects
- 11.8.   Breaking a Link

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11.9.   Inserting a Link to a Graphics File
11.10.   Embedding Data Into a Slide and Displaying it as an Object
11.11.   Editing or Deleting Embedded Data

12. HYPERLINKS
12.1.   Creating and Editing Hyperlinks

13. MERGING, COMPARING & EXPORTING
13.1.   Merging all The Slides From one Presentation into Another Presentation
13.2.   Merging a Microsoft Word Outline into a Presentation
13.3.   Comparing Presentations
13.4.   Saving a Slide as a Separate Graphics File
13.5.   Using the Screen Shot Feature

14. SLIDE SHOWS
14.1.   Creating Custom Slide Shows
14.2.   Editing a Custom Slide Show
14.3.   Copying and Deleting Custom Slide Shows
14.4.   Slide Show Transitions and Timings
14.5.   Controlling Slide Show Looping
14.6.   Applying Settings so that Slides Advance Manually
14.7.   Setting a Slide Show to Use Timings
14.8.   Enabling or Disabling Slide Show Animations
14.9.   Controlling a Slide Show

15. SHARING PRESENTATIONS
15.1.   Marking As Final
15.2.   Permissions – Encrypting With a Password
15.3.   Converting a Presentation to a Video
15.4.   Packing For a CD
15.5.   Saving as a pdf Format

16. PRESENTATION DESIGN & COMPATIBILITY ISSUES
16.1.   Planning Your Presentation
16.2.   Turn off Your Computer Screen Saver
16.3.   Issues Relating to Presentation Timing
16.4.   Using Graphics, Diagrams and Charts to Convey Ideas
16.5.   Limiting the Level Of Detail Within a Presentation

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