

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**INTERMEDIATE COMPUTER ASSISTED BUSINESS GRAPHICS  
(Microsoft PowerPoint Intermediate)**

(8 hours)

**ITSW 1050**

**COURSE SYLLABUS**

**Course Description:** 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. Instruction in preparation of detailed graphs, editing, printing, plotting; and alternate output devices.. Prerequisites: Word Introduction or equivalent experience.

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

- Manage your files and folders with presentations
- Add text to slides
- Format and proof slides
- Use slide master
- Use Clip gallery
- Create tables
- Create charts
- Use organization charts
- Paste and link objects
- Print presentations
- Customize PowerPoint

**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

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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. File and folder management (1 hour)
  - A. Manipulate files
  - B. Find files
  - C. Work with file properties
  - D. Define default file location
  - E. Use Pack and Go utility
  
- II. Adding text to slides (1 hour)
  - A. Adding text in slide view
  - B. Adding a new slide
  - C. Using outline view
  - D. Adding text in shapes
  - E. Finding and replacing text
  - F. Selecting techniques
  
- III. Formatting and proofing slides (1 hour)
  - A. Replacing and formatting fonts
  - B. Using bullets
  - C. Using the format painter
  - D. Paragraph formatting
  - E. Line spacing
  - F. Tab formatting
  - G. Spell checking

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- IV. Slide master (1 hour)
  - A. Using templates and masters
  - B. Creating a new template
  - C. Adding footers, date, slide numbering
  - D. Making a slide different than the slide master
  
- V. ClipArt gallery (½ hour)
  - A. Inserting Clip Art
  - B. Deleting, renaming and creating a new category
  - C. Viewing clip properties
  
- VI. Tables (1 hour)
  - A. Create a slide with a table
  - B. Manipulating tables
  - C. Selection techniques within tables
  - D. Working with cells, rows, columns
  
- VII. Charts (½ hour)
  - A. Create a slide with a chart
  - B. Use different chart types
  - C. Edit charts
  - D. Format different parts of charts
  
- VIII. Organization chart (½ hour)
  - A. Create a slide with an organization chart
  - B. Add and remove chart boxes
  - C. Move chart boxes
  - D. Format organization chart
  
- IX. Paste and link objects (½ hour)
  - A. Paste and edit a pasted object
  - B. Link object from other applications
  - C. Import an outline

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- X. Printing (½ hour)
  - A. Print a slide
  - B. Print a presentation
  - C. Print notes, handouts, outlines
  
- XI. Customizing PowerPoint (½ hour)
  - A. Customize view options
  - B. Customize general options
  - C. Customize edit, print, save and other options
  - D. Customize toolbars

**Student Assessment Checklist:**

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

1. Manage your files and folders with presentations
2. Add text to slides
3. Format and proof slides
4. Use slide master
5. Use Clip gallery
6. Create tables
7. Create charts
8. Use organization charts
9. Paste and link objects
10. Print presentations
11. Customize PowerPoint