

**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: PowerPoint Introduction or equivalent experience.

Objectives: Every student will be able to:

- Create and use photo album
- Insert media clips in presentations
- Insert and format tables
- Work with animation effects and slide show controls
- Use and create templates
- Merge and export slides
- Manipulate graphics, shapes, and pictures
- Create and format charts
- Link Excel charts
- Create and run macros

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. PHOTO ALBUMS

- a. What is a PowerPoint Photo Album?
- b. Creating a Photo Album
- c. Reordering the picture sequence
- d. Rotating images within the Photo Album
- e. Modifying the picture layout
- f. Modify the frame shape
- g. Applying a theme to the Photo Album
- h. Displaying your pictures in Black and White
- i. Adding captions to each picture
- j. Adjusting picture contrast and brightness

II. MEDIA CLIPS

- a. Supported media file formats
- b. Inserting a sound clip
- c. Modifying the sound clip volume level
- d. Controlling when the sound is played within a media clip
- e. Hiding a sound clip icon
- f. Using a picture instead of the sound icon within a slide
- g. Inserting a movie clip
- h. Playing the movie full screen

III. TABLES

- a. Inserting a table
- b. Applying a style to a table
- c. Cell background shading
- d. Adding table effects

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- e. Adding 'Quick Styles' to selected text
 - f. Applying borders to cells
 - g. Deleting rows or columns
 - h. Inserting rows or columns
- IV. SLIDE SHOW ANIMATION EFFECTS
- a. What are animation effects?
 - b. Applying animation effects to text
 - c. Applying animation effects to illustrations
 - d. Custom animation
 - e. Changing the sequence of animation within a slide
 - f. Using Custom Automation to dim objects
 - g. Animating chart elements
- V. SLIDE SHOW CONTROL AND MANIPULATION
- a. Action Buttons
 - b. Setting Mouse over properties
 - c. Practicing slide timings
 - d. Using slide timings
 - e. Slide show looping and other options
 - f. Hiding slides
 - g. Displaying hidden slides
 - h. Annotating slide shows
 - i. Creating a custom slide show
 - j. Editing a custom slide show
 - k. Running custom slide shows
- VI. TEMPLATES AND SLIDE MASTERS
- a. Templates, Slide Masters and Themes
 - b. Creating and saving a new presentation template
 - c. Modifying a Slide Master
 - d. Creating footers and inserting the date within slides
 - e. Handout and Notes Masters
 - f. Modifying the Handout Master
 - g. Modifying the Notes Master

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VII. MERGING AND EXPORTING SLIDES

- a. Merging slides
- b. Importing a Microsoft Word document outline
- c. Saving a slide in a picture format

VIII. MANIPULATING GRAPHICS

- a. Moving a graphic backwards or forwards
- b. Grouping and ungrouping objects
- c. Positioning a graphic relative to the slide
- d. Distributing selected graphics horizontally, vertically relative to a slide
- e. Converting a picture to a drawn object
- f. Controlling the display of background pictures on a slide

IX. SHAPE FORMATTING

- a. Applying shape effects
- b. Applying a shadow to a graphic
- c. Applying graduated background effects to a drawn object
- d. Applying a semi-transparent effect to a graphic
- e. Applying 3-D effects to a drawn object
- f. Further Shape style formatting options
- g. Using the Format Painter to apply styles to objects

X. PICTURE FORMATTING

- a. Applying picture styles
- b. Modifying contrast and brightness
- c. Re-coloring pictures
- d. Cropping a picture
- e. Re-scaling and rotating a picture
- f. Resetting the image size
- g. Rotating and flipping pictures
- h. Setting picture shape
- i. Converting a picture to a grayscale format
- j. Saving a picture using a specific file format
- k. Changing the color depth of a picture

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- XI. CHARTS (GRAPHS)
 - a. Creating a chart
 - b. Changing the chart type
 - c. Applying chart styles and layouts
 - d. Creating a line-column on two axes / mixed chart
 - e. Formatting the vertical axis

- XII. ORGANIZATIONAL CHARTS
 - a. Creating an organizational chart
 - b. Editing labels within an organizational chart
 - c. Removing boxes
 - d. Adding a box before or after an existing box
 - e. Adding a box above or below an existing box
 - f. Changing the shape of organizational chart boxes
 - g. Formatting the organizational chart connecting lines
 - h. Applying SmartArt styles to an organizational chart
 - i. Applying color schemes to an organizational chart
 - j. Quick promotion and demotion within an organizational chart

- XIII. LINKING OBJECTS
 - a. Linking an Excel chart into a PowerPoint presentation
 - b. Updating links
 - c. Editing linked data

- XIV. POWERPOINT DESIGN ISSUES
 - a. Planning the right presentation for the right environment
 - b. Physical issues leading to a successful presentation
 - c. Design considerations
 - d. Matching the presentation to the audience
 - e. Pictures are worth a thousand words
 - f. Color issues within a presentation
 - g. Using a storyboard and time-line

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- XV. **MACROS**
- a. What are macros?
 - b. Displaying the Developer tab
 - c. Lowering your macro security levels
 - d. Running a macro
 - e. Assigning a macro to the Quick Access toolbar
 - f. Deleting a macro icon from the Quick Access toolbar
 - g. Deleting Macros
 - h. Raising your macro security levels