

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**INTRODUCTION TO PRESENTATION SOFTWARE  
(PowerPoint Introduction)**

(12 hours)

**ITSW 1037**

**COURSE SYLLABUS**

**Course Description:** Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Learn how to create a business presentation using electronic slide show, create an initial outline and slides, format and proof text, utilize animation, print a presentation and create and run 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 presentation graphics concepts and terms
- Create and run a slide presentation
- Edit and spell-check text
- Create, edit, and enhance objects
- Integrate data between presentation and word processing software
- Use and format charts
- Create and run slide shows
- Print a presentation

**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:**

1. USING POWERPOINT 2010
  - 1.1. Opening PowerPoint 2010
  - 1.2. Opening a Presentation
  - 1.3. Navigating Between Slides
  - 1.4. Using the Zoom Tool
  - 1.5. Changing PowerPoint Views
  - 1.6. Using Help
  - 1.7. Searching for Help
  - 1.8. Using the Help Table of Contents
  - 1.9. Saving a Presentation
  - 1.10. Closing a Presentation
  - 1.11. Closing PowerPoint
  - 1.12. Opening Multiple Presentations
  - 1.13. Switching Between Multiple Presentations
2. CREATING A PRESENTATION
  - 2.1. Creating a New Presentation
  - 2.2. Inserting a New Slide
  - 2.3. Recommended Techniques When Creating Slide Content
  - 2.4. Undo and Redo
  - 2.5. Saving a Presentation
  - 2.6. Saving a Presentation Using a Different Name

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3. MANIPULATING SLIDES
  - 3.1. Inserting Slides With a Particular Slide Layout
  - 3.2. Modifying the Slide Layout
  - 3.3. Changing the Background Color on the Active Slide
  - 3.4. Changing Background Color on all the Slides Within a Presentation
4. THEMES
  - 4.1. Applying a Theme to a Presentation
  - 4.2. Modifying the Theme Colors
  - 4.3. Modifying the Theme Fonts
5. TEXT BOXES (PLACEHOLDERS)
  - 5.1. Editing Text Boxes (Placeholders)
  - 5.2. Resizing a Text Box (Placeholder)
  - 5.3. Moving a Text Box (Placeholder)
6. MANIPULATING TEXT
  - 6.1. Selecting Text
  - 6.2. Moving Text Within a Slide
  - 6.3. Moving Text Between Slides Within a Presentation or Between Presentations
  - 6.4. Copying Text Within A Slide
  - 6.5. Copying Text Between Slides Within a Presentation or Between Presentations
  - 6.6. Deleting Text
  - 6.7. Using Find
  - 6.8. Using Replace
7. FONT FORMATTING
  - 7.1. Font Formatting Options
  - 7.2. Changing the Font Type
  - 7.3. Changing Font Size
  - 7.4. Increasing or Decreasing the Font Size
  - 7.5. Bold, Italic or Underline Formatting
  - 7.6. Strikethrough Effects
  - 7.7. Shadow Effects
  - 7.8. Character Spacing

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- 7.9. Changing Case
- 7.10. Font Color
- 7.11. Clearing all Text Formatting
- 8. PARAGRAPH FORMATTING
  - 8.1. Text Alignment
  - 8.2. Columns
  - 8.3. Modifying Bullet Point Formatting
  - 8.4. Using Numbering Instead of Bullet Points
  - 8.5. Changing the List Level
  - 8.6. Indenting Bulleted Text
  - 8.7. Line Spacing vs. Paragraph Spacing
  - 8.8. Line Spacing
  - 8.9. Paragraph Spacing
  - 8.10. Using Outline View
  - 8.11. PowerPoint Presenter Notes
  - 8.12. Text Direction
  - 8.13. Text Alignment Within a Text Box (Placeholder)
  - 8.14. Text Autofit
  - 8.15. Using the Format Painter
- 9. TABLES
  - 9.1. Table Selection Techniques
  - 9.2. Column Selection
  - 9.3. Row Selection
  - 9.4. Entire Table Selection
  - 9.5. Creating a Table
  - 9.6. Applying a Style to a Table
  - 9.7. Cell Background Shading
  - 9.8. Applying Table Effects
  - 9.9. Adding 'Quick Styles' to Selected Text
  - 9.10. Applying Borders to Cells
  - 9.11. Deleting Rows or Columns
  - 9.12. Inserting Rows or Columns
  - 9.13. Modifying Column Width and Row Height
  - 9.14. Distributing Rows and Columns

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**10. GRAPHICS**

- 10.1. Selecting an Illustration
- 10.2. Moving an Illustration
- 10.3. Copying an Illustration
- 10.4. Deleting an Illustration
- 10.5. Resizing an Illustration
- 10.6. Stretching an Illustration
- 10.7. Copying Illustrations Between Presentations
- 10.8. Moving Illustrations Between Presentations
- 10.9. Inserting Illustrations Within PowerPoint
- 10.10. Inserting Pictures
- 10.11. Inserting Clip Art
- 10.12. Inserting Shapes
- 10.13. Inserting Text into a Shape
- 10.14. Inserting Perfect Circles or Perfect Squares
- 10.15. Inserting a Line
- 10.16. Inserting a Free Drawn Line
- 10.17. Inserting an Arrow
- 10.18. Inserting a Text Box
- 10.19. Inserting Smartart

**11. MANIPULATING GRAPHICS**

- 11.1. Formatting the Shape Background Fill Color Style
- 11.2. Formatting the Shape Line Weight and Style
- 11.3. Formatting the Shape Line Color
- 11.4. Applying a Shadow to an Illustration
- 11.5. Modifying Arrow Line Shapes and Size
- 11.6. Rotating or Flipping an Illustration
- 11.7. Rotating Illustrations by Dragging with the Mouse
- 11.8. Layering Illustrations to the Front or Back
- 11.9. Aligning Graphics Relative to each other or Relative to the Slide
- 11.10. Aligning Shapes Relative to the Left of a Slide
- 11.11. Aligning Shapes Relative to the Centre of a Slide
- 11.12. Aligning Shapes Relative to the Right of a Slide
- 11.13. Aligning Shapes Relative to the Top of a Slide
- 11.14. Aligning Shapes Relative to the Bottom of a Slide

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11.15. Grouping and Ungrouping Objects

**12. CHARTS**

- 12.1. Inserting Charts
- 12.2. Changing the Chart Type
- 12.3. Changing the Background Color in the Chart
- 12.4. Changing the Column, Bar, Line or Pie Slice Colors in the Chart
- 12.5. Chart Title Manipulation
- 12.6. Adding Data Labels to a Chart

**13. ORGANIZATION CHARTS**

- 13.1. What is an Organization Chart?
- 13.2. Creating an Organization Chart
- 13.3. Adding Labels to Items Within an Organization Chart
- 13.4. Adding a Co-Worker to an Organization Chart
- 13.5. Adding a Subordinates Within an Organization Chart
- 13.6. Adding a Manager Within an Organization Chart
- 13.7. Removing an Item From an Organization Chart
- 13.8. Changing the Hierarchical Structure of an Organization Chart

**14. MANIPULATING SLIDES**

- 14.1. Moving Slides within a Presentation or between Presentations
- 14.2. Copying Slides within a Presentation
- 14.3. Deleting a Slide or Slides
- 14.4. Copying Slides between Presentations
- 14.5. Moving Slides between Presentations

**15. SLIDE MASTERS**

- 15.1. What is a Slide Master?
- 15.2. Inserting a Picture (Clipart) into a Master Slide
- 15.3. Inserting an Image (From a File) into a Master Slide
- 15.4. Inserting a Shape into a Master Slide
- 15.5. Removing a Graphic From a Master Slide
- 15.6. Creating a Footer
- 15.7. Automatic Slide Numbering
- 15.8. Inserting Dates into the Footer

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**16. SLIDE SHOWS**

- 16.1. Running a Slide Show
- 16.2. Adding Slide Show Transition Effects
- 16.3. Removing Transition Effects
- 16.4. Adding Slide Show Animation Effects
- 16.5. Modifying Slide Show Animation Effects
- 16.6. Removing Animation Effects
- 16.7. Hiding Slides
- 16.8. Displaying Hidden Slides Within A Slide Show
- 16.9. Printing And Proofing
- 16.10. Spell-Checking
- 16.11. Using Portrait or Landscape Slide Orientation
- 16.12. Selecting Your Output Format
- 16.13. Visually Inspect Each Slide before Printing

**17. PRINTING OPTIONS**

- 17.1. Setting The Number of Copies to Print
- 17.2. Selecting a Different Printer
- 17.3. Printing Selected Slides
- 17.4. Setting the Number of Slides Per Page to Be Printed
- 17.5. Single or Double Sided (Duplex) Printing
- 17.6. To Print a Presentation

**18. CUSTOMIZING AND COMPATIBILITY ISSUES**

- 18.1. Modifying PowerPoint Options
- 18.2. Compatibility Issues when Saving a Presentation
- 18.3. Other File Types you can Use when Saving A Presentation
- 18.4. Saving a Presentation as a Template
- 18.5. Creating a New Presentation Based on a Customized Template
- 18.6. Minimizing the Ribbon