






**Diploma in Information Technology (103) – Microsoft PowerPoint**

<b>Prerequisites:</b> Familiarity with Windows, mouse and keyboarding skills.	<b>Corequisites:</b> A pass or higher in Certificate in Information Systems.
<b>Aim:</b> Microsoft PowerPoint is a presentation graphics program designed for users who need to communicate ideas. Topics that will be covered include understanding and creating presentations, PowerPoint basics, working with templates, creating handouts, and modifying graphic objects. A presentation will be produced in class.	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Lecture notes and tutor extra reading recommendations.
<b>Special Requirements:</b> This course has a required laboratory component.	
<p><b>Intended Learning Outcomes:</b></p> <p>1. Demonstrate the ability to create and save a new presentation. Describe how to open, update and save an existing presentation. Design a template and re-organise a presentation.</p> <p>2. Demonstrate how to create slides using the outline view, insert headers and footers and create speaker's notes.</p> <p>3. Illustrate how to add clipart and pictures to a presentation, modify the background colour of a slide and how to view/edit the Notes Master.</p>	<p><b>Assessment Criteria:</b></p> <p>1.1 Illustrate how to open an existing presentation</p> <p>1.2 Identify how to update and save an existing presentation</p> <p>1.3 Demonstrate how to create and save a new presentation</p> <p>1.4 Analyse the use of the AutoContent Wizard</p> <p>1.5 Reorganise a presentation</p> <p>1.6 Use a Design template to create a new presentation and update an existing presentation</p> <p>1.7 Identify how to add and format slide text</p> <p>2.1 Identify how to add Header and Footer content to slides</p> <p>2.2 Identify how to add Header and Footer content to Notes and Handouts</p> <p>2.3 Be able to print a Slide Show, Notes, and Handouts</p> <p>2.4 Illustrate how to use PowerPoint's outlining features and import Word content</p> <p>2.5 Illustrate how to import and export Word documents</p> <p>3.1 Demonstrate how to insert, format, and modify text</p> <p>3.2 Demonstrate how to apply formats to presentations</p> <p>3.3 Demonstrate how to use the Meeting Minder to take notes during a presentation</p> <p>3.4 Identify how to use proofing tools like Spelling Checker and Find and Replace</p> <p>3.5 Illustrate how to modify PowerPoint Masters</p> <p>3.6 Demonstrate how to add preset animations and transitions</p> <p>3.7 Identify how to create a custom slide template</p>

<p>4. Describe how to modify pictures, create WordArt, insert diagrams and animate objects.</p>	<p>4.1 Identify the various types of images, their strengths and limitations</p> <p>4.2 Demonstrate how to insert clip art images to slides</p> <p>4.3 Identify how to scale and recolor objects</p> <p>4.4 Demonstrate how to add images from files to slides and backgrounds</p> <p>4.5 Illustrate how to create and place WordArt</p> <p>4.6 Build and format PowerPoint tables and import Word and Excel tables</p> <p>4.7 Demonstrate how to add Organisation Charts and other diagrams to slides</p> <p>4.8 Illustrate how to use Microsoft Graph to create bar charts, pie charts, and other numeric graphs.</p>
<p>5. Describe how to apply a slide transition, setting slide timings and creating self-running presentation.</p>	<p>5.1 Analyse how to apply and customise slide transitions</p> <p>5.2 Identify how to animate slide objects</p> <p>5.3 Identify how to insert and configure sound, movie, and animated gif clips</p> <p>5.4 Demonstrate how to create a self-running presentation</p> <p>5.5 Identify how to use presentation rehearsal features</p>
<p>6. Discover how to select a colour scheme and use AutoShape</p>	<p>6.1 Demonstrate how to create and add Office Art elements to slides using the Drawing toolbar</p> <p>6.2 Illustrate how to modify PowerPoint Design Templates using Colour Schemes</p> <p>6.3 Identify how to create and apply custom Colour Schemes</p> <p>6.4 Customise slide backgrounds using bitmaps</p> <p>6.5 Identify how to add graphic elements to presentation notes</p>
<p>7. Illustrate how to create and link action buttons, inserting a hyperlink and saving a presentation as a web site.</p>	<p>7.1 Demonstrate how to add hyperlinks to slides</p> <p>7.2 Be able to publish presentations to the Web (Save as HTML)</p> <p>7.3 Identify how to save a presentation as a Web Page (Publish)</p> <p>7.4 Be able to manage files and folders for Presentations</p>
<p>8 Define packaging a presentation, preparing a presentation for review and hosting an online meeting.</p>	<p>8.1 Identify how to set up presentations for delivery</p> <p>8.2 Define how to deliver presentations</p> <p>8.3 Demonstrate how to work with embedded fonts</p> <p>8.4 Demonstrate how to use Pack and Go</p> <p>8.5 Use Workgroup Collaboration</p>

**Recommended Learning Resources:  
PowerPoint**

<p><b>Text Books</b></p>	<ul style="list-style-type: none"> <li>• Microsoft® Office PowerPoint® Step by Step. ISBN-10: 0735615225</li> <li>• How to Do Everything with Microsoft Office PowerPoint (How to Do Everything) by Ellen Finkelstein. ISBN-10: 0072229721</li> <li>• Microsoft Office PowerPoint: Comprehensive Concepts and Techniques (Shelly Cashman) y Gary B. Shelly, Thomas J. Cashman and Susan L. Sebok. ISBN-10: 1418843474</li> <li>• Special Edition Using Microsoft Office PowerPoint by Patrice-Anne Rutledge and Geetesh Bajaj. ISBN-10: 0789736071</li> </ul>
<p><b>Study Manuals</b></p> 	<p>BCE produced study packs</p>
<p><b>CD ROM</b></p> 	<p>Power-point slides</p>
<p><b>Software</b></p> 	<p>Microsoft Powerpoint</p>