

Prepared by: L. West  
Reviewed by K. Bandy  
Textbook Update: Fall 2017  
Date prepared: April 24, 2014  
C&GE approved: May 12, 2014  
Board approved: June 11, 2014

Computer Science (COSC) 1812 Introduction to Presentation Graphics—Microsoft PowerPoint (1.5) CSU

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total hours: 16 hours lecture, 24 hours lab (40 hours total)

Catalog Description: This course is an entry-level course for students who wish to obtain a general knowledge of the application of presentation graphics software in the preparation of effective, professional presentations. This course will cover a computerized presentation on a topic of their choice as a final project. All presentations will be developed using Microsoft PowerPoint.

Type of Class/Course: Degree credit

Text: Sebok, Susan. *Microsoft Office 365 Power point 2016 Intermediate*. Cengage Learning, 2017.

Course Objectives:

By the end of the course, a successful student will be able to perform the following tasks with a high degree of accuracy and efficiency

1. create a PowerPoint presentation using manual and automated tools,
2. create a presentation from imported text,
3. insert and modify presentation visual elements including tables, charts, clip art, and bitmap images,
4. apply animation schemes and slide transition effects,
5. import data from other applications including Word tables and Excel charts, and
6. create a self-running presentation containing hyperlinks and interactive documents.

Course Scope and Content:

- Unit I            Creating and Editing a Presentation
- A.     Select and modify a document theme
  - B.     Create a title slide and text slides with single- and multi-level bulleted lists
  - C.     Add new slides and change slide layouts
  - D.     Insert photos and illustrations into slides
  - E.     Move and size photos and illustrations
  - F.     Format slide text
  - G.     Duplicate slides
  - H.     Apply slide transitions

- I. View a presentation in Slide Show view

Unit II Enhancing a Presentation with Pictures, Shapes, and WordArt

- A. Download an online theme
- B. Insert and format pictures
- C. Insert and size shapes
- D. Apply effects to shapes
- E. Add text to shapes
- F. Change text fonts
- G. Insert and format WordArt
- H. Insert a picture to create a background
- I. Format slide backgrounds
- J. Find and replace text and check spelling
- K. Add and print speaker notes

Unit III Reusing a Presentation and Adding Media and Animation

- A. Color a photo
- B. Apply an artistic effect to a photo
- C. Align paragraph text
- D. Copy a slide element from one slide to another
- E. Change views
- F. Ungroup, change the color, and regroup an illustration
- G. Copy a slide element from one slide to another
- H. Insert and edit a video clip
- I. Insert an audio clip
- J. Control audio and video clips
- K. Insert entrance, emphasis, and exit effects
- L. Control animation timing
- M. Change theme colors
- N. Change a theme and variant on one slide
- O. Print handouts

Unit IV Working with Information Graphics

- A. Insert a SmartArt graphic
- B. Insert images from a file into a SmartArt graphic
- C. Convert text to a SmartArt graphic
- D. Format a SmartArt graphic
- E. Create and format a chart
- F. Create and format a table
- G. Add an image to a table

Unit V Navigating Presentations Using Hyperlinks and Action Buttons

- A. Create a presentation from a Microsoft Word outline
- B. Add hyperlinks to slides and objects
- C. Hyperlink to other Microsoft Office documents
- D. Add action buttons and action settings
- E. Display guides to assist in positioning slide elements
- F. Set placeholder margins
- G. Create columns in a placeholder

- H. Change paragraph line spacing
- I. Format bullet size and color
- J. Change bullet characters to pictures and numbers
- K. Hide slides

Unit VI Creating a Self-Running Presentation Containing Animated Shapes

- A. Remove a picture background
- B. Crop and compress a picture
- C. Insert entrance, emphasis, and exit effects
- D. Add and adjust motion paths
- E. Reorder animation sequences
- F. Associate sounds with animations
- G. Control animation timing
- H. Animate SmartArt graphics and charts
- I. Insert and animate a text box
- J. Animate bulleted lists
- K. Rehearse timings
- L. Set slide show timings manually

Course Scope and Content: (Laboratory)

Unit I Creating and Editing a Presentation

- A. Apply a document theme
- B. Create a presentation with a title slide, bulleted lists, and closing slide
- C. Format slide text
- D. Insert appropriate images
- E. Apply slide transition effects

Unit II Enhance a Presentation with Pictures, Shapes, and WordArt

- A. Create a slide background using a picture
- B. Create slide backgrounds using texture fills
- C. Use WordArt to create title on title slide
- D. Create a multi-slide presentation using several pictures
- E. Apply shapes to the pictures
- F. Insert a shape displaying text
- G. Format the shape
- H. Modify text fonts and colors

Unit III Reusing a Presentation and Adding Media

- A. Add audio clips to a presentation
- B. Change the color of pictures
- C. Apply borders to pictures
- D. Add video clips to a presentation
- E. Apply artistic effects to pictures
- F. Review a presentation in Slide Sorter view

Unit IV Working with Information Graphics

- A. Combine existing presentations into a new presentation
- B. Convert pictures to SmartArt graphics
- C. Apply special effects to SmartArt graphics and shapes

- D. Create and format a chart
- E. Insert slide numbers
- F. Apply slide transition effects and specify a duration

Unit V Navigating Presentations Using Hyperlinks and Action Buttons

- A. Create a presentation from a Microsoft Word outline
- B. Change text alignment
- C. Use picture bullets in bulleted lists
- D. Create slides displaying multiple column text
- E. Insert action buttons
- F. Apply hyperlinks to pictures
- G. Hide selected slides

Unit VI Creating a Self-Running Presentation Containing Animated Shapes

- A. Apply animation effects to slide pictures and text
- B. Add and adjust motion paths to slide objects
- C. Control animation timings
- D. Associate sounds with objects
- E. Apply transition effects to slides and set slide timings
- F. Set a presentation to run automatically

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 5 hours per week outside of the regular class time doing the following

1. completing assigned reading in the textbook and online course materials,
2. completing lab activities,
3. answering assigned questions, and
4. participating in discussion activities.

Methods of Instruction:

1. Lecture, demonstration, class discussion, and problem solving.
2. Assigned reading from the textbook and online course materials.
3. Assigned hands-on lab activities.
4. Assigned independent final project.

Methods of Evaluation:

1. Computational or non-computational problem-solving demonstrations, including:
  - a. Quizzes
  - b. Demonstrated ability to use Microsoft PowerPoint 2010 through satisfactory completion of lab activities
2. Other examinations, including:
  - a. Multiple choice
  - b. Demonstrated ability to use software tools
3. Evaluation of discussion activities.

