

COURSE OUTLINE

CMSY-116

PowerPoint

1 Semester Hour

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to design and prepare PowerPoint presentations using slide view, outline view, clip art, charts, drawing tools, and templates. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work for the course (except tests) may be done outside of class if student has compatible software.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Prepare a PowerPoint presentation.
2. Modify a presentation and use Help.
3. Format slides.
4. Add visual appeal and animation to presentations.
5. Add visual elements to a presentation.
6. Share and connect data.
7. Link and embed objects and files.
8. Share presentations.

Major Topics

- I. Preparing and modifying a PowerPoint presentation and using Help
- II. Formatting slides
- III. Adding objects, images, animation, and transitions
- IV. Adding WordArt, charts, and tables
- V. Sharing data by copying, pasting, and importing
- VI. Linking and embedding objects and files
- VII. Sending a presentation for review, inserting comments, and saving a presentation as a Web Page

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

1. Multiple choice, true/false tests
2. Computer hands-on tests
3. Projects

Other Course Information

Call 410-772-4876 between 9 a.m. and 3 p.m. for more information about this course.

This course is a business elective.