

POFI 1391

Special Topics in Information Processing/Data Entry Technician “Microsoft PowerPoint”



Credits: 3 semester credit hours (3 hours lecture)

Prerequisites: None

Course Description

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Textbook and Materials (furnished by students)

- ✓ Rutkosky, Roggenkamp, & Rutkosky. (2014). Microsoft PowerPoint 2013: Benchmark Series, Text with data files CD. St. Paul, MN: Paradigm Publishing. ISBN: 978-0-76385-395-2, MLB258827 (**required, no digital book**)
 - Student Resources CD: Contains the data files required for completing projects and assignments.
 - Book's website
 - Price, downloads, study quizzes, web links, and tips:
<http://paradigm.emcp.com/benchmark-series-microsoft-powerpoint-2013.html>
 - [Resource Center](#)
- ✓ MS PowerPoint 2013 software
 - 30-day trial version
http://download.cnet.com/Microsoft-PowerPoint-2013/3000-2075_4-75855643.html
- ✓ MS PowerPoint 2013 Certification Test (\$95)
 - <https://www.microsoft.com/learning/en-us/exam-77-422.aspx>
- ✓ Flash drive (USB)

Course Objectives

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

- A. Utilize correctly basic, intermediate, and advanced functions of MS PowerPoint 2013.
- B. Demonstrate the proper procedures to create presentations suitable for classes, work, and personal use.
- C. Use design themes, color, and diverse layouts to create professional-looking presentations.
- D. Use clip art and pictures to create presentations suitable for the work environment.
- E. Develop self-running presentations using animation effects.
- F. Explain the MS PowerPoint 2013 Microsoft Certified Application Specialist exam (MCAS) and its benefits.

Course Outline

- I. Preparing a PowerPoint Presentation
 - A. Creating a PowerPoint presentation
 - B. Pinning a presentation to a Recent list
 - C. Running a presentation
 - D. Closing a presentation
 - E. Planning a presentation
 - F. Creating a presentation using a design theme template
 - G. Creating slides in a presentation
 - H. Saving a presentation
 - I. Changing views
 - J. Navigating in a presentation
 - K. Printing and previewing a presentation
 - L. Running a slide show
 - M. Applying a design theme and color variant
 - N. Deleting a presentation
 - O. Preparing a presentation from a blank presentation
 - P. Preparing a presentation in outline view
 - Q. Adding transition and sound effects
- II. Modifying a Presentation and Using Help
 - A. Check spelling
 - B. Using the thesaurus
 - C. Managing text in slides
 - D. Managing slides
 - E. Creating sections within a presentation
 - F. Customizing the Quick Access Toolbar
 - G. Using help
- III. Formatting Slides
 - A. Formatting a presentation
 - B. Changing page setup
 - C. Modifying theme colors and forms
 - D. Customizing slide backgrounds
 - E. Creating custom themes
- IV. Inserting Elements in Slides
 - A. Inserting and formatting text boxes
 - B. Inserting, formatting, and copying shapes
 - C. Displaying rulers, gridlines, and guides
 - D. Merging shapes
 - E. Grouping/ungrouping objects
 - F. Inserting an image
 - G. Creating screenshots
 - H. Creating and formatting WordArt text
 - I. Inserting symbols
 - J. Inserting headers and footers
- V. Creating Tables, Charts, and SmartArt Graphics
 - A. Creating a table
 - B. Creating Smart Art
 - C. Creating a chart
 - D. Creating a photo album
- VI. Using Slide Masters and Action Buttons
 - A. Customizing slide masters
 - B. Saving a presentation as a template
 - C. Customizing the handout master
 - D. Customizing the notes master
 - E. Using VIEW tab options
 - F. Inserting action buttons
 - G. Applying action buttons
 - H. Applying an action to an object
 - I. Inserting hyperlinks
- VII. Applying Custom Animation and Setting Up Shows
 - A. Applying and removing animations
 - B. Applying animation effects
 - C. Setting up an slide show
 - D. Creating a custom show
 - E. Inserting audio and video files
- VIII. Integrating, Sharing, and Protecting Presentations
 - A. Importing a Word outline
 - B. Copying and pasting data
 - C. Sharing presentations
 - D. Saving a presentation in a different format
 - E. Embedding and linking objects
 - F. Downloading templates
 - G. Comparing and combining presentations
 - H. Managing comments
 - I. Managing presentation information

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Examinations – 60%

Practical – 35%

This class has two practical tests during the semester. The practice section of the exam includes activities similar to those done in the book. It includes chapters such as (a) preparing PP presentations from scratch and (b) revising a presentation, etc. It is essential that you keep working weekly and reviewing the functions from the textbook before taking these tests. **Distribution of Tests by Chapter:** UNIT I: Chapters 1-4 and UNIT II: Chapters 5-8.

Quizzes – 25%

A quiz will be administered at the end of each chapter. To improve your chances to succeed in these quizzes, you should take regular notes, revise your practiced work, and read your textbook chapters as we go. The objective quizzes will be taken on Blackboard® at the end of each chapter.

Daily Work & Assignments – 25%

This course requires that students prepare presentations in PowerPoint. The student is completely responsible for checking with the instructor for changes or assignments. Computer and Internet access is essential to successfully completing the work for this course.

You will be using many partially done files during the semester. These files are in your CD and the book's website. They must be saved to your flash drive for faster access to them.

Final Test or Microsoft Office Specialist (MOS) Exam – 15%

(You have the option to take the MOS Exam or take a final test. Bonus points will be given to those students who pass the Certification Test.)

The cost of the **PowerPoint 2013 Microsoft Office Specialist (MOS) exam is \$95.**

Course Requirements

- A. Read, listen, key, and write proficiently.
- B. Purchase required textbook and materials for the class the first week of the semester.
- C. Regular attendance is essential to pass this class.
- D. Use MS PowerPoint 2013 to do the classwork.
- E. Utilize proper keyboarding techniques.
- F. Do lessons as requested by the instructor.
- G. Turn in work on time. Late submissions are not accepted.
- H. Use Blackboard® for file submission, quizzes, and/or assessment purposes.
- I. Use email to stay informed and communicate with instructor. **Attendance Policy:** Two absences are allowed. If a student is tardy for class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 1-point deduction from your final grade for each extra absence.
- J. If you wish to drop the course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

NOTE: A grade of "C" or better must be earned in this course for credit toward degree requirements (Office Technology students).

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at <http://www.lit.edu/depts/stuserv/special/defaults.aspx>

Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office. Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document

Tentative Schedule

Day	Topic	Reference
Aug. 20	Course presentation, introductions, syllabus, surveys, netiquette, student information sheet, etc.	
25	Getting Started in Office 2013 Using Windows and Browsing Internet Explorer	pp. 13-41
27 Sept. 1-3	UNIT I: CREATING AND FORMATTING POWERPOINT PRESENTATIONS Chapter 1: Preparing a PowerPoint Presentation	pp. 3-42
8, 10, 15	Chapter 2: Modifying a Presentation and Using Help	pp. 43-78
17, 22, 24	Chapter 3: Formatting Slides	pp. 79-124
29, Oct. 1, 6-13	Chapter 4: Inserting Elements in Slides	pp. 125-176
Oct. 15	UNIT I PERFORMANCE TEST	
20-27	UNIT II: CUSTOMIZING AND ENHANCING POWERPOINT PRESENTATIONS Chapter 5: Creating Tables, Charts, and SmartArt Graphics	pp. 187-234
29, Nov. 3	Chapter 6: Using Slide Masters and Action Buttons	pp. 235-274
5, 10, 12	Chapter 7: Applying Custom Animation and Setting Up Shows	pp. 275-324
17, 19, 24	Chapter 8: Integrating, Sharing, and Protecting Presentations	pp. 325-378
Dec. 1	UNIT II PERFORMANCE TEST	
3	Catch up day or study/test day	
Dec. 9	FINAL TEST - Tuesday, December 8, from 11:30 a.m. to 1:00 p.m. or Word 2013 Microsoft Office Specialist (MOS) - \$95 (Prices are subject to change at any time) Take it by Tuesday, December 8, at noon	

Contact Information:

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Office Hours: MW 8:30-9:00, 1:10-3:30 p.m.
TR 8:30-9:30, 12:45-2:00 p.m.