SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: CMPA 121   Department: Information Technologies

Course Title: PowerPoint Applications   Semester: Spring   Year: 2002

Objectives/Competencies

Course Objective	Competencies
1. Use the AutoContent Wizard to create a presentation.	1. Create a presentation using AutoContent Wizard.
2. Edit a presentation.	2. Delete, move, and insert slides. 3. Run a slide show. 4. Insert pictures and clip art; size and move objects.
3. Modify and refine a presentation.	1. Find and replace text. 2. Change the presentation's design and color scheme. 3. Add animation, sound, transitions, and builds. 4. Create speaker notes.
4. Use advanced presentation features.	1. Create a new presentation from existing slides. 2. Create a numbered list. 3. Use the Format Painter. 4. Promote and demote text in Slide view. 5. Create and modify clip arts and charts. 6. E-mail a presentation.

Course Objective	Competencies
5. Create a presentation for a kiosk and the Web.	1. Create a presentation by importing an outline. 2. Add animated graphics. 3. Create WordArt, a complex table, custom shows, and ad agenda slide. 4. Add sound, movies, hyperlinks, and action buttons. 5. Publish a presentation on the Web.