

OIS 1260 PowerPoint

Course Description:

PowerPoint graphics software will be used to create multimedia presentations that capture an audience's attention. Students will create, design, and modify presentations; work with visual elements; integrate data from other sources; create output options; and deliver presentations both synchronously and asynchronously.

Scheduling the Credit by Exam:

The student must complete the credit-by-exam form and pay the fee (\$15) for the exam at the Business Office prior to taking the exam. The student must contact Vicki Weaver in Room 161C, weaverv@mtc.edu, or telephone at 740-386-4115 to schedule an appointment to take the credit by exam. The student must bring his or her receipt to the scheduled testing appointment.

Evaluation Criteria:

The OIS 1260 credit by exam you will complete will be a hands-on demonstration of various application features using PowerPoint 2016.

Students need to be familiar with the following PowerPoint features:

- › Create presentations through various formats including a template, Wizard, new, blank, and existing slides.
- › Save presentations as a new file, existing file, or different file.
- › Delete slides.
- › Create a specified type slide.
- › Navigate among the slide, outline, sorter, and tri-pane views.
- › Copy a slide from one presentation to another presentation.
- › Insert header and footers.
- › Change the slide order of a presentation using Slide Sorter view or the Outline view.
- › Change the layout for one or more slides.
- › Modify the Slide Master. Apply a design template.
- › Change and replace text fonts within an individual slide or the entire presentation.
- › Import text from Word.
- › Change text alignment.
- › Create and enter text and use the wrap feature within a textbox.
- › Use the Format Painter to apply text format.
- › Promote and Demote text in Slide and Outline panes.
- › Add a picture from the ClipArt Gallery.
- › Add and group shapes using WordArt or the Drawing Toolbar.
- › Place text inside a shape using a textbox.
- › Scale, size, rotate, fill, and animate various objects and text.
- › Create tables within PowerPoint.
- › Add and modify bullets. Add speaker notes and narration.
- › Add slide transitions and slide builds.
- › Publish a presentation as "Package for CD" including the folder option.
- › Preview a presentation in black and white.
- › Print slides in a variety of formats including speaker's notes, audience handouts, and overhead transparency.
- › Start a slide show on any slide and use the screen navigation and accent tools.
- › Add user navigation buttons to a presentation.
- › Control the advancement of slides automatically or manually.
- › Insert a hyperlink.
- › Rule of Six.
- › Naming conventions.