



Level 5 Diploma in Information Technology (103)
127 Credits



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| Unit: Microsoft PowerPoint | Guided Learning Hours: 200 |
| Paper No.: 2 | Number of Credits: 20 |
| Prerequisites: Familiarity with Windows, mouse and keyboarding skills. | Corequisites: A pass or higher in Certificate in Information Systems. |
| <p>Aim: Microsoft PowerPoint is a presentation graphics program designed for users who need to communicate ideas. Topics that will be covered include understanding and creating presentations, PowerPoint basics, working with templates, creating handouts, and modifying graphic objects. A presentation will be produced in class by the tutor. Learners will learn to navigate through the PowerPoint screen; select a theme and develop the slides; insert clip art or a graph; add notes to the slides and create handouts; add a hyperlink or two; use the slide tools to write on the slide during the presentation; move presentation to the Internet and include remote sites in the presentation; integrate the presentation with Word, Excel or Outlook.</p> | |
| Required Materials: Recommended Learning Resources. | Supplementary Materials: Lecture notes and tutor extra reading recommendations. |
| Special Requirements: This course has a required laboratory component. | |
| <p>Intended Learning Outcomes:</p> <p>1. The ability to create, save a new presentation, open, update, save an existing presentation, designing a template and re-organise a presentation.</p> <p>2. Understand how to create slides using the outline view, insert headers and footers and create speaker's notes.</p> <p>3. Understand how to add clipart and pictures to a presentation; modify the background colour of a slide and viewing/editing the Notes Master.</p> | <p>Assessment Criteria:</p> <p>1.1 Illustrate how to create a new presentation</p> <p>1.2 Illustrate how to save a new presentation</p> <p>1.3 Identify how to update and save an existing presentation</p> <p>1.4 Demonstrate how to open an existing presentation</p> <p>1.5 Explain the use of the AutoContent Wizard</p> <p>1.6 Be able to reorganise slides</p> <p>1.7 Use a Design template to create a new presentation and update an existing presentation</p> <p>1.8 Identify how to add and format slide text</p> <p>2.1 Identify how to add Header and Footer content to slides</p> <p>2.2 Identify how to add Header and Footer content to Notes and Handouts</p> <p>2.3 Be able to print a Slide Show, Notes, and Handouts</p> <p>2.4 Illustrate how to use PowerPoint's outlining features</p> <p>2.5 Illustrate how to import and export Word/Excel documents into PowerPoint</p> <p>3.1 Demonstrate how to insert, format, and modify text</p> <p>3.2 Demonstrate how to apply formats to presentations</p> <p>3.3 Demonstrate how to use the Meeting Minder to take notes during a presentation</p> <p>3.4 Identify how to use proofing tools like Spelling Checker and Find and Replace</p> <p>3.5 Illustrate how to modify PowerPoint</p> |

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| <p>4. Understand how to modify pictures, creating WordArt, inserting diagrams, sound and animate objects.</p> <p>5. Applying a slide transition, setting slide timings and creating self-running presentation.</p> <p>6. Selecting a colour scheme and use AutoShape and customise slide backgrounds using bitmaps</p> <p>7. Creating and linking action buttons, inserting a hyperlink and saving a presentation as a web site.</p> <p>8. Packaging a presentation, preparing a presentation for review and hosting an online meeting.</p> | <p>Masters</p> <p>3.6 Demonstrate how to add preset animations and transitions</p> <p>3.7 Identify how to create a custom slide template</p> <p>4.1 Identify the various types of images, their strengths and limitations</p> <p>4.2 Demonstrate how to insert clip art images to slides</p> <p>4.3 Identify how to scale and recolor objects</p> <p>4.4 Demonstrate how to add images from files to slides and backgrounds</p> <p>4.5 Illustrate how to create and place WordArt</p> <p>4.6 Build and format PowerPoint tables and import Word and Excel tables</p> <p>4.7 Demonstrate how to add Organisation Charts and other diagrams to slides</p> <p>4.8 Illustrate how to use Microsoft Graph to create bar charts, pie charts, and other numeric graphs.</p> <p>4.9 Demonstrate how to add sound</p> <p>5.1 Demonstrate how to apply and customise slide transitions</p> <p>5.2 Explain how to animate slide objects</p> <p>5.3 Explain how to insert and configure sound, movie, and animated graphic clips</p> <p>5.4 Demonstrate how to create a self-running presentation</p> <p>5.5 Demonstrate how to use presentation rehearsal features</p> <p>6.1 Demonstrate how to create and add Office Art elements to slides using the Drawing toolbar</p> <p>6.2 Illustrate how to modify PowerPoint Design Templates using Colour Schemes</p> <p>6.3 Identify how to create and apply custom Colour Schemes</p> <p>6.4 Identify how to add graphic elements to presentation notes</p> <p>7.1 Demonstrate how to add hyperlinks to slides</p> <p>7.2 Be able to publish presentations to the Web (Save as HTML)</p> <p>7.3 Identify how to save a presentation as a Web Page (Publish)</p> <p>7.4 Be able to manage files and folders for Presentations</p> <p>8.1 Identify how to set up presentations for delivery</p> <p>8.2 Demonstrate how to deliver presentations</p> <p>8.3 Demonstrate how to work with embedded fonts</p> |
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| | 8.4 | Demonstrate how to use Pack and Go |
| | 8.5 | Be able to use Workgroup Collaboration |
| <p>Methods of Evaluation: A 2½-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in PowerPoint with a weighting of 100%.</p> | | |

**Recommended Learning Resources:
PowerPoint**

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| Text Books | <ul style="list-style-type: none"> • Microsoft® Office PowerPoint® Step by Step. ISBN-10: 0735615225 • How to Do Everything with Microsoft Office PowerPoint by Ellen Finkelstein. ISBN-10: 0072229721 • Microsoft Office PowerPoint: Comprehensive Concepts and Techniques by Gary B. Shelly, Thomas J. Cashman and Susan L. Sebok. ISBN-10: 1418843474 • Special Edition Using Microsoft Office PowerPoint by Patrice-Anne Rutledge and Geetesh Bajaj. ISBN-10: 0789736071 |
| Study Manuals  | BCE produced study packs |
| CD ROM  | Power-point slides |
| Software  | Microsoft Powerpoint |