

## 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.

### Evaluation Criteria:

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The OIS1260 credit by exam you will complete will be a hands-on demonstration of various application features using PowerPoint 2021 for a PC. Students need to be familiar with but not limited to the following advanced Excel features:

- Create presentations through various formats including a template, new, blank, and existing slides.
- Save presentations as a new file, existing file, or different file.
- Delete slides.
- Create a specified type of 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 the 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
- 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