

## Microsoft PowerPoint – OCP-B

Course Objectives	Create, modify and apply advanced formatting to PowerPoint objects Add animations, hyperlinks, and other advanced features to presentation Apply narration and slide timings to the presentation
Competencies	16.03, 18.03, 28.04, 30.01
Module Materials	Microsoft Office 2016, 2 <sup>nd</sup> Course SAM 2016
Assignments	<u>PowerPoint Tutorial 3</u> (PP137 – PP181) <ol style="list-style-type: none"> <li>1. Students will work through the Module using a textbook.</li> <li>2. Obtain needed data files. Go to cengagebrain.com and create a student login. Type in the ISBN number of the textbook and access the student resources for the data files for Module 3 only. Save work on your flash drive.</li> <li>3. Log into SAM</li> <li>4. Select Activity List and complete the following:</li> <li>5. New Perspectives PowerPoint 2016 Module 3: SAM Project 1a</li> <li>6. New Perspectives PowerPoint 2016 Module 3: SAM Project 1b</li> <li>7. PowerPoint 3 Training</li> <li>8. PowerPoint 3 Exam</li> </ol>
Assessment	Textbook Work – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts

Assignments	<u>PowerPoint Tutorial 4</u> (PP189—PP233) <ol style="list-style-type: none"> <li>1. Students will work through the Module using a textbook.</li> <li>2. Obtain needed data files. Go to cengagebrain.com and create a student login. Type in the ISBN number of the textbook and access the student resources for the data files for Module 4, only. Save work on your flash drive.</li> <li>3. Log into SAM</li> <li>4. Select Activity List and complete the following:</li> <li>5. New Perspectives PowerPoint 2016 Module 4: SAM Project 1a</li> <li>6. New Perspectives PowerPoint 2016 Module 4: SAM Project 1b</li> <li>7. PowerPoint 4 Training</li> <li>8. PowerPoint 4 Exam</li> </ol>
Assessment	Textbook Work – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts