

Microsoft PowerPoint– OCP-A

Course Objectives	Demonstrate ability to create and edit a PowerPoint presentation. Perform basic navigating and formatting of a PowerPoint presentation. Apply media and special effects to a PowerPoint presentation.
Competencies	05.01, 05.02, 05.03, 05.04, 05.05, 05.06, 05.07, 05.08
Module Materials	Microsoft Office 2016 SAM 2016
TESTS MUST BE TAKEN DURING CLASS HOURS ON THE “TESTING” COMPUTER IN THE CLASSROOM	
Assignments	<u>PowerPoint Tutorial 1</u> (PPT 1 – PPT60) <ol style="list-style-type: none"> 1. Log into SAM. 2. Select Activity List and complete the following: <ol style="list-style-type: none"> a. New Perspectives PowerPoint 2016 Module 1 SAM Textbook Project 1.1 b. New Perspectives PowerPoint 2016 Module 1 SAM Textbook Project 1.2 c. New Perspectives PowerPoint 2016 Module 1 SAM Project 1a d. New Perspectives PowerPoint 2016 Module 1 SAM Project 1b e. PowerPoint 1 Training f. PowerPoint 1 Exam
Assessment	Textbook Projects – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts

Assignments	<u>PowerPoint Tutorial 2</u> (PPT69- – PPT129) <ol style="list-style-type: none"> 1. Log into SAM. 2. Select Activity List and complete the following: <ol style="list-style-type: none"> a. New Perspectives PowerPoint 2016 Module 2 SAM Textbook Project (2.1 and 2.2) b. New Perspectives PowerPoint 2016 Module 2 SAM Project 1a c. New Perspectives PowerPoint 2016 Module 2 SAM Project 1b d. PowerPoint 2 Training e. PowerPoint 2 Exam 3. Create and present to the class the “Getting to Know You” presentation. Obtain instructions for this presentation from your instructor.
Assessment	Textbook Project – 20 pts Project 1a – 20 pts Project 1b – 20 pts Exam – 20 pts