

Common Course Outline
OFAD 225
PowerPoint: Comprehensive Applications
3 Credits

The Community College of Baltimore County

Description

OFAD 225 – 3 credits – PowerPoint: Comprehensive Applications provides an in-depth approach to learning the skills required to pass the Microsoft Office Specialist PowerPoint certification exam. Students learn to plan, create, edit, enhance, and manage media-rich slide presentations using real-world case studies. In addition to basic skills, this course covers advanced features including themes, visual enhancements, animation, document sharing, and best practices for slide design.

3 Credits; 2 lecture hours, 2 laboratory hours

Prerequisite: OFAD 114 or OFAD 160 or permission of program coordinator.

Note: CSIT 101 may not be substituted for OFAD 114 to meet the prerequisite.

Overall Course Objectives

Upon completion of this course, students will be able to:

1. perform basic editing tasks using the outline tab, normal view, and slide sorter view;
2. navigate through a presentation using multiple techniques;
3. insert speaker notes onto slides;
4. display slide information in table and chart format;
5. change backgrounds, theme colors, and fonts in the slide master;
6. apply styles, themes, and graphics to create special visual effects;
7. animate text and images on a slide;
8. group, ungroup, and layer objects on a slide;
9. apply multimedia special effects to a presentation;
10. customize bullets, themes, templates, and illustrations;
11. embed files and hyperlinks in a slide;
12. apply slide design best practices to develop a presentation using a variety of slide layouts and effective design features;
13. share and edit presentations electronically among multiple users and multiple presentations,
14. explain the benefits of and certification requirements for the Microsoft Office Specialist PowerPoint certification exam; and
15. pass the Microsoft Office Specialist PowerPoint Certification practice exam.

Major Topics

- I. Microsoft PowerPoint Basics
 - A. Ribbon and screen elements
 - B. Views
 - C. Navigation
 - D. Enter and edit slide text
 - E. Insert slides
- II. Effective Slide Design
- III. Creating a Presentation
 - A. Blank presentation
 - B. Templates
 - C. Importing files
- IV. Formatting a Presentation
 - A. Slide layouts
 - B. Backgrounds and themes
 - C. Slide master
 - D. Headers and footers
 - E. Tables and charts
- V. Customizing a presentation
 - A. Fonts
 - B. Bullets
 - C. SmartArt, shapes, and graphic objects
 - D. Group and ungroup objects
 - E. Animation and transitions
 - F. Building blocks and quick parts
 - G. Media
- VI. Delivering a presentation
 - A. Speaker notes
 - B. Navigating in a slide show
 - C. Hide/reveal slides
 - D. Remote control and laser pointer
 - E. Self-running presentation
- VII. Managing Multiple Presentations
 - A. Merge presentations
 - B. Share revisions
 - C. Compress media
- VIII. Microsoft Office Specialist PowerPoint Certification

Course Requirements

Grading procedures will be determined by the individual faculty member but must include the following:

Grading/exams

- At least three tests
- At least three integrated projects
- Electronic portfolio
- Written research paper, 500 words minimum
- Final exam – Microsoft Office Specialist PowerPoint certification practice exam

Written Assignments: Students are required to utilize appropriate academic resources.