

Student Learning Outcomes

PowerPoint Module 01 – Modifying a Presentation

Open PowerPoint1>Module>Revised.pptx

- **Identify Use of PowerPoint**
- **Discuss Planning an Effective Presentation**
- **Identify Presentation Views**
 - Normal View
 - Slide Sorter View
 - Slide Show View
- **Navigate Around the Presentation**
 - Slide pane, Slides/Handouts pane, Notes pane
- **Identify Slide Elements**
 - Placeholders
- **Identify Slide Layouts**
 - Insert New Slide
 - Modify Existing Slide Layout
- **Identify PowerPoint Print Options**
 - Handouts
 - Notes Pages

▪ **Slide 1**

- Descriptive Title
- Unique photograph or graphic can help generate interest.
- Add Name to Sub Title
- Add any notes to Notes Pane

▪ **Closing Slide**

- The closing slide should signal to your audience that the presentation has drawn to a close.
- Cite Your Sources – in the Notes Pane or on a Slide.

▪ **Demonstrate Changing Slide Themes and Variants**

- Change one slide to another theme.

▪ **Demonstrate Changing Slide Transitions**

- Change Effect Options
- Change Timing

▪ **Demonstrate Formatting Slide Background**

- Use Solid, Gradient Fill, Texture, Pattern
- Using a Picture as Background

▪ **Demonstrate Inserting a Photos**

- Compressing Photos

▪ **Demonstrate Changing Slide Animations**

- Open Animation Task Pane
- Animate a Slide Title
- Animate a Slide Content
- Animate a Slide Graphic