

# **Student Learning Outcomes**

## ***PowerPoint Module 01 – Creating a Presentation***

### **Open History of Cotton.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
- Closing Slide
  - The closing slide should signal to your audience that the presentation has drawn to a close.
- 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
  - Use a Picture
- Demonstrate Inserting a Photos
  - Compressing Photos
- Demonstrate Changing Slide Animations
  - Open Animation Task Pane
  - Animate a Slide Title, Content, Graphic
- Convert a list to a SmartArt diagram