

Student Learning Outcomes

PowerPoint Module 01 – Modifying a Presentation

Open PRACTICE - 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