



## CERTIFICATION BASICS - POWERPOINT — ADMS 1275

### A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 3.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course covers training in the preparation for students to take the Microsoft Office Specialist Exam for PowerPoint.

### B. Course Effective Dates: 7/1/16 – Present

### C. Outline of Major Content Areas

As noted on course syllabus

### D. Learning Outcomes

1. add, edit and delete comments in a presentation
2. apply animation schemes
3. apply slide transitions
4. compare and merge presentations
5. create new presentations from templates
6. customize slide templates
7. deliver presentations
8. export a presentation to another Microsoft Office program
9. format pictures, shapes and graphics
10. format slides
11. format text-based content
12. insert and edit text-based content
13. insert objects
14. insert pictures, shapes and graphics
15. insert tables, charts and diagrams
16. organize a presentation

17. prepare presentations for remote delivery
18. print slides, outlines, handouts, and speaker notes
19. rehearse timing
20. save and publish presentations
21. set up slide shows for delivery
22. track, accept and reject changes in a presentation
23. work with masters

**E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

**F. Learner Outcomes Assessment**

As noted on course syllabus

**G. Special Information**

None noted