



**MOORE NORMAN**  
TECHNOLOGY CENTER

Course Syllabus

**PowerPoint 2016**  
CI277

Hours:    In Class 65                    Clinical                    Total 65

### Description

Are you looking to get back in the workforce maybe working in an office environment or just hone your skills further? Learn Microsoft Office at your own pace with our Computer FlexTrack courses! You will learn using Microsoft PowerPoint with hands-on exercises working your way to a level of confidence in this Microsoft Office application.

PowerPoint is a presentation graphics program used to organize and present information. Whenever you need to share information with colleagues, or provide training to clients, PowerPoint can be an extremely powerful and efficient tool. This course will provide you with the skills required to create sophisticated, dynamic presentations using PowerPoint 2016. The curriculum is aligned with the Microsoft certification.

### Prerequisites

CI900 - Computer Fundamentals (Windows 10) or students should be familiar with one or more Microsoft operating systems, and have the ability to use a keyboard and a mouse.

### Books

Benchmark Series: Microsoft PowerPoint 2016	- ISBN: 978-0-76387-000-3	(Included)
Microsoft Office PowerPoint 2016 LogicalGUIDE	- ISBN: 091060LG	(Included)

### Learning Objectives

1. Plan and create a presentation with an installed template, such as a theme template, or create one from a blank presentation or an existing presentation.
2. Open, save, run, print, close, delete and preview a presentation.
3. Change views, edit slides, and add transitions and sounds.
4. Insert and delete text in slides. Check spelling. Insert, delete, move, and copy slides. Create and format WordArt text.
5. Create custom formats. Customize fonts, bullets, numbers, theme colors, and slide backgrounds.
6. Insert, format, select, and align a text box. Set tabs in a text box. Insert, format, and copy shapes.
7. Insert, crop, size, move, and format a picture. Insert, size, scale, rotate, and position a clip art image.
8. Display rulers, gridlines, and guides. Group and ungroup objects.
9. Insert objects such as a header, footer, date, slide number, and symbol.
10. Create and format a table. Modify the design and layout of a table. Insert an image in a table.
11. Create SmartArt diagrams. Modify the design and layout of SmartArt. Create a SmartArt graphic with bulleted text.
12. Create and format charts. Modify the design and layout of charts. Create, edit, and format a photo album.
13. Format slides, and apply themes and backgrounds in Slide Master view. Insert elements in Slide Master view.
14. Customize a handout in Handout Master view. Customize notes pages in Notes Master view.
15. Insert action buttons. Create hyperlinks. Insert and customize sounds and movie clips.

### Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

### Teaching Methods

Methods include individual instruction and demonstration.

### Evaluation Methods

A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions and tests. Instructors maintain Performance Records in the students folders and students may review them to keep track of their points.

## Grading Policy

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

A course grade of D does not qualify the course as a prerequisite to other courses.

## Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.

While participation is not graded, MNTC expects the student to utilize either the lab or home computer as needed for completion of assignments.

While attendance is not considered for grade, students should attend the lab for assistance and make a schedule to complete all assignments.

Students should be familiar with one or more Microsoft operating systems, and have the ability to use a keyboard and a mouse.