

BT-2211: PRESENTATION SOFTWARE

Cuyahoga Community College

Viewing: BT-2211 : Presentation Software

Board of Trustees:

May 2024

Academic Term:

Fall 2024

Subject Code

BT - Business Technology

Course Number:

2211

Title:

Presentation Software

Catalog Description:

Comprehensive instruction in the major features of presentation software for delivery of presentations in synchronous online environments and live audiences. Students learn to create professional-quality slide presentations. Instruction in planning, design strategies, layout, and recording options. Lessons include best practices for content implementation including graphics; animations, sounds and videos.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

IT-1090 Computer Applications, or IT-109H Honors Computer Applications, or departmental approval: comparable knowledge or skills.

Outcomes

Course Outcome(s):

Plan, create, prepare and run a professional business presentation—including execution of both basic and advanced skills—using the latest features of presentation software.

Essential Learning Outcome Mapping:

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Plan, prepare and run a business presentation, including execution of basic skills such as opening, editing, saving, and closing a presentation.
 2. Prepare, edit, and arrange business presentations that include the use of sound effects and transition schemes.
 3. Format and organize business presentations using objects, AutoShapes, SmartArt, Quick Styles and text bullets.
 4. Enhance business presentation slides using WordArt, hyperlinks, clip art, SmartArt, Quick Styles, themes, animation, and special fonts.
 5. Customize business presentations using fill effects, styles, custom color schemes, and graphical slide builds.
 6. Research various video capturing software packages and select appropriate software to utilize for business presentations.
 7. Plan and integrate sound, video, animation, and scanned image files into business presentations.
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Course Outcome(s):

Utilize advanced presentation software features for various business applications including web pages, graphic files, data integration, and collaborative workgroup review.

Objective(s):

1. Use a business presentation for collaborative workgroup review.
2. Create business presentation slide images and produce them as graphic files, Web pages, or online business presentations.
3. Use strategies for merging and integrating source data from different applications using the commands for object linking and embedding of files.
4. Access the Internet and use the browse, search, and hyperlink capabilities of web browsers.

Course Outcome(s):

Create a presentation intended for online delivery in a synchronous environment.

Objective(s):

1. Evaluate and select an online collaborative software tool to use for presentation.
2. Setup, schedule, and invite attendees to the virtual presentation.
3. Deliver a synchronous presentation.
4. Respond to chat questions and verbal questions during the online presentation.
5. Create and distribute a recording of the online presentation.

Methods of Evaluation:

1. Class participation and discussion.
2. Deliver an electronic and oral presentation.
3. Classwork/homework assignments.
4. Computer lab projects (simulated business problems).
5. Computer lab production (timed) quizzes and examinations.
6. Online delivery of presentation via web-based collaborative meeting app.

Course Content Outline:

1. Creating and Preparing a Business Presentation
 - a. Plan slide messages
 - b. Starting presentation software
 - c. Navigating in presentation software
 - d. Displaying and Maneuvering in the tab, ribbon, dialog box launcher, and task pane areas
 - e. Planning a Business Presentation
 - i. Using Help
 - f. Organizing slides
 - g. Running a slide show
 - h. Naming and saving a presentation
 - i. Printing slides and handouts
 - j. Closing presentation and exiting program
2. Editing and Formatting a Business Presentation
 - a. Editing slides
 - i. Using Find and Replace
 - ii. Making changes in Slide Sorter View
 - iii. Using the Spelling Checker and Style Checker
 - iv. Replacing fonts
 - v. Changing bulleted and numbered lists
 - b. Formatting a Business Presentation
 - i. Formatting text in a slide
 - ii. Promoting and demoting text
 - iii. Applying a design template
 - iv. Applying a theme
 - v. Working with speaker's notes

- vi. Working with objects
 - vii. Working with lines, fills, background styles, and colors
 - viii. Using Master Slides to format text
 - 1. Setting up a slide master
 - 2. Editing a slide master
 - ix. Inserting headers and footers
 - x. Grouping and un-grouping objects
3. Working with Objects and Animation
 - a. Inserting Clip Art, SmartArt
 - b. Using Drawing Tools
 - c. Using AutoShapes
 - d. Using WordArt
 - e. Using SmartArt
 - f. Adding action buttons connecting slides with a presentation
 - g. Importing text from Word
 - h. Creating organization charts
 - i. Adding animation and slide show effects
 - i. adding slide transitions
 - ii. animating text
 - iii. adding sound and motion clips
 - iv. setting automatic slide timings
 4. Publishing a Business Presentation to the Web
 - a. Integrating Data
 - b. Linking objects
 - c. Embedding objects
 - i. Embedding in presentation software and Word
 - ii. Embedding in presentation software and Excel
 - d. Linking to other applications
 - i. linking to Word
 - ii. linking to Excel
 5. Adding Visual Elements to a Business Presentation
 - a. Adding a chart
 - i. editing the datasheet
 - ii. formatting a chart
 - iii. inserting other chart types
 - iv. animating chart elements
 - b. Adding a Table
 - i. inserting a table
 - ii. formatting a table
 - iii. modifying a table
 - iv. aligning text and numbers in a table
 6. Sharing and Connecting Data Through the Use of the Internet
 - a. Creating and inserting hyperlinks into a presentation
 - b. Downloading photographs from the Web and inserting in presentation
 - c. Downloading resources from Web for inclusion in presentation
 - d. Browsing the Web to download sounds into presentation
 - e. Adding action buttons connecting to a Web site and another presentation
 7. Modifying a Business Presentation and Importing and Exporting Data
 - a. Formatting slides
 - b. Creating a summary slide
 - c. Inserting data from other sources
 - i. Word text
 - ii. Inserting a scanned image
 - iii. Adding animated GIFs
 - iv. Adding sound and video
 - v. Exporting an outline to Word
 8. Customizing a Presentation and Creating a Slide Show

- a. Changing background styles
 - b. Changing themes
 - c. Changing color schemes
 - d. Changing the design template
 - e. Applying custom animation
 - f. Recording and playing macros
9. Managing and Delivering Business Presentations
- a. Saving slides as graphic files
 - b. Embedding fonts
 - c. Setting up presentations for delivery
 - d. Managing files and folders for presentations
 - e. Creating folders and sorting presentations
 - f. Packaging presentations for other computers
10. Collaborating in a Business Presentation
- a. Set password protection
 - b. Work with comments
 - c. Send a presentation for review
 - d. Apply reviewer changes
11. Creation of a presentation intended for online delivery
- a. Evaluation of online collaborative software and feature options
 - b. Setup, schedule and inviting attendees to the virtual presentation
 - c. Delivery of a synchronous presentation
 - d. Responding to chat questions and verbal questions within an online presentation
 - e. Creating and distributing a recording of an online presentation.

Resources

Mary Anne Poatsy. *Exploring Microsoft 365: Introductory 2021*. 1st. Boston:Pearson, 2023.

Jennifer T. Campbell. *New Perspectives Collection:Microsoft 365 & PowerPoint 2021*. 1st. Boston: Cengage, 2023.

<https://prezi.com>. *Prezi: Presentation Software*. Prezi.com, 2023.

Resources Other

1. Microsoft Office Certification. www.microsoft.com.
2. International Association of Administrative Professionals (IAAP). www.iaap.com (<http://www.iaap.com>).
3. Certiport for 2021 Microsoft Office Certifications. www.certiport.com (<http://www.certiport.com>).
4. MOS (Microsoft Office Specialist) PowerPoint 2019
5. MOS (Microsoft Office Specialist) PowerPoint 365 Associate.

Top of page

Key: 4980