

AOS 109 : Introduction to Microsoft Powerpoint

Credits 2

Quarter Offered Winter, Spring

Basics of Microsoft PowerPoint, including creating and delivering a presentation, design templates, text layout styles, master slides, using clip art, drawing objects, animation to enhance presentations, working with delivery options, toolbar options, and editing tools. Keyboarding and file management skills are recommended. This class may include students from multiple sections. (Formerly CAT 114)

Course Outcomes

- Creating and managing presentations
- Formatting textual content
- Designing slides, using a slide master
- Formatting illustrations and tables
- Formatting pictures and other media
- Applying animations and transitions to PowerPoint presentations