



Course Name: PowerPoint

Module CO-12 Computerized Administration

Course Description:

PowerPoint takes your MS WORD document and brings it to life. You will learn to create slides using wizards and many of the software's functions to show off your data, charts, photos and other information. You will learn how to set up a presentation and then create and present a presentation on a logistics topic of your choice.

Course Length: 18 hours

Text Book:

Learning Microsoft Office XP by Suzanne Weixel, Jennifer Fulton, Faithe Wempen, Sue Plumley; DDC Publishing, New York; ISBN 1-58577-135-X

Method of Evaluation

- Participation 30%
- Practical Exercises 10%
- Presentation 60%

Course Objectives: Knowledge

The graduate will understand and be familiar with all the functions and special effects in PowerPoint

1. Understand the uses of PowerPoint for Marketing
2. Know the general guidelines of a PowerPoint presentation
3. Understand and be familiar with all the functions and special effects in PowerPoint

Course Objectives: Skills

The graduate will be able to create a presentation using PowerPoint

1. Ability to create a new presentation, inserting slides using slide layout, using content slides etc.
2. Ability to customizing slides using design websites
3. Ability to present a presentation.

Curriculum Outline

Week 1 8 hours	About PowerPoint Open an Existing Presentation Work with content layouts Import/ Export an outline More Formatting Charts and tables
Week 2 10 Hours	Linking with Word Making the presentation professional Presentation Set-up Linking to the Web Other mediums Integration and problem solving

Instructor Information:

Name: _____

Phone: _____

E-Mail: _____