

# ***CT 260 – MS PowerPoint 1***

## **Course Description**

The PowerPoint Fundamentals course is designed to give students a solid foundation in the use of PowerPoint as a presentation tool. The creation of a PowerPoint presentation is demonstrated.

This course will provide students with a greater understanding of the creation of PowerPoint presentations through the use of lecture, group discussion, and in-class learning exercises. Heavy emphasis is placed on the use of hands-on exercises to reinforce learning.

## **Prerequisite Class and Skills**

PRC Windows Fundamental with Advance recommendation or pass an assessment which demonstrates basic computer and Windows knowledge.

### **AND**

MS Word 1 and MS Excel 1 classes or exhibit proficiency in the topics covered in those classes.

Participants in this course should have a general knowledge of English, verbal communication skills and a reading comprehension capable of mastering and understanding the concepts discussed in class.

## **Objectives**

The primary goal of this course is to provide students the basic skills they need to be able to create visually attractive PowerPoint presentations.

During the class each student will create a PowerPoint presentation to be presented to the entire class during the final session.

## **End Level Skills**

Create a new or modify an existing presentation  
Use text, graphics, shapes, charts, sound, tables and animation  
Modify Slide design and layout

## **Length:**

1 ½ hours per week for 7 weeks