

Curriculum Guide

LESSON

NEW SKILLS

Presentations

Part 1: Introduction to Presentations

Part 2: Presentation Basics

1	Employee Welcome	<i>Creating Your First Presentation</i>	Creating a Blank Presentation • Saving a Presentation • Inserting New Slides • Changing Font and Font Size • Aligning Text • Using Bulleted Lists • Removing Bullets • Viewing a Slide Show • Printing a Presentation • Closing a Presentation
2	Employee Welcome 2	<i>Formatting Text Basics</i>	Opening an Existing Presentation • Using Save As • Revising an Existing Presentation • Applying Bold, Italic, Underline, and Text Shadow • Changing Font Color
3	Effective Oral Presentation Skills	<i>Arranging Slide Layout</i>	Changing Slide Layout
4	Choosing a College Major	<i>Formatting Paragraphs</i>	Using Numbered Lists • Increasing List Levels • Changing Line Spacing
5	Informative Speeches	<i>Formatting Text Boxes</i>	Inserting a Text Box • Resizing a Text Box • Deleting a Slide

Part 3: Customizing Presentations

6	Geometric Shapes	<i>Using Basic Shapes</i>	Inserting Basic Shapes • Resizing Shapes
7	Geometric Shapes 2	<i>Formatting Basic Shapes</i>	Changing Shape Fill • Adding Text to a Shape • Changing Shape Outline • Using Shape Effects • Using Quick Styles
8	Building a House	<i>Arranging and Enhancing Shapes and Objects</i>	Changing Shape Height • Changing Shape Width • Using Copy and Paste • Rotating Objects • Duplicating Slides • Arranging Objects • Aligning Objects • Grouping Objects
9	Persuasive Speeches	<i>Formatting Slide Backgrounds</i>	Applying Background Fill Color • Applying Background Gradients • Applying Background Textures
10	Malala's Biography	<i>Enhancing Slide Backgrounds</i>	Applying a Picture as a Slide Background

Part 4: Enhancing Slide Elements

11	Touring Washington, D.C.	<i>Working with and Enhancing Images</i>	Inserting Pictures • Cropping a Picture • Aligning Pictures • Applying Picture Effects • Applying Picture Borders • Applying Picture Styles
12	Networking	<i>Formatting Headers and Footers</i>	Using Headers and Footers • Editing a Slide Master
13	Personal Budget	<i>Using WordArt</i>	Inserting WordArt • Resizing WordArt
14	Interesting Careers	<i>Making Your Presentation Interactive</i>	Inserting a Hyperlink
15	The Impact of Scents	<i>Using Tables</i>	Inserting and Formatting a Table
16	How to Play Tic Tac Toe	<i>Adding a Screen Recording</i>	Inserting a Screen Recording
17	Seven Wonders of the World	<i>Using Slide Zooms</i>	Inserting Slide Zooms

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Part 5: Using Design Themes & Templates

18	Benefits of Meditation	<i>Using a Template</i>	Using Templates
19	Individual Sports	<i>Using Video</i>	Using Video in a Slide • Reordering Slides
20	Team Sports	<i>Using Slide Themes</i>	Applying a Slide Theme • Changing a Slide Theme

Part 6: Applying Transitions & Animations

21	Saving and Investing	<i>Applying Transitions</i>	Applying Slide Transitions to All Slides
22	Individual Sports 2	<i>Enhancing Transitions</i>	Applying Effect Options to Transitions
23	Team Sports 2	<i>Applying Special Effects to Transitions</i>	Using Sound • Timing Transitions • Previewing Transitions
24	School Year Goals	<i>Applying Animation to Text Boxes</i>	Applying Animation to Text • Applying Effect Options to Animations • Previewing Animations
25	Business Meeting Agenda	<i>Working with Animation Tools</i>	Reordering Animations
26	Real Fast Food	<i>Applying Animation to Objects</i>	Applying Animation to Shapes, Pictures, and WordArt

Part 7: Delivering Effective Presentations

27	Grilled Pizza Recipe	<i>Working with Presentation Views</i>	Using Slide Sorter View
28	Presentation Tips	<i>Using Tools to Help You Present</i>	Adding Notes to Slides • Using Notes Page View • Printing Slides with Notes
29	Kiosk Presentation	<i>Applying the Finishing Touches</i>	Setting Up a Slide Show • Rehearsing Timings for a Slide Show • Making Your Own Design Decisions
30	Preparing to Present	<i>Practicing a Speech</i>	Using Presenter View • Recording a Presentation
31	My Kind of Town!	<i>Creating, Editing, Collaborating, and Sharing</i>	Creating, Editing, and Sharing an Online Presentation • Collaborating Using Online Presentation Software