

# Curriculum Guide

Lesson		Skills	Approximate Completion Time (in hours)	
<b>Part 1: Presentation Basics</b>				
<b>1.1</b>	<b>Oh, the Places You'll Save</b>	<i>Exploring Places to Save Work</i>	<ul style="list-style-type: none"> <li>■ Use File Manager</li> <li>■ Create a folder</li> <li>■ Log in to OneDrive</li> <li>■ Sync to OneDrive</li> </ul>	.5
<b>1.2</b>	<b>Getting Started</b>	<i>Navigating PowerPoint</i>	<ul style="list-style-type: none"> <li>■ Create a new presentation</li> <li>■ Insert text on a slide</li> <li>■ Identify ribbons, tabs &amp; groups</li> <li>■ Understand backstage view</li> <li>■ Use the zoom adjustment tool</li> <li>■ Close PowerPoint</li> </ul>	.75
<b>1.3</b>	<b>Elements of Good Slide Design</b>	<i>Creating Your First Presentation</i>	<ul style="list-style-type: none"> <li>■ Create a new presentation</li> <li>■ Save a presentation</li> <li>■ Apply formatting to text</li> <li>■ Insert specific slide layouts</li> <li>■ View a slide show</li> <li>■ End a slide show</li> <li>■ Close a presentation</li> </ul>	.75
<b>1.4</b>	<b>How to Write an Informative Speech</b>	<i>Saving to OneDrive</i>	<ul style="list-style-type: none"> <li>■ Reset slide layouts</li> <li>■ Increase list level</li> <li>■ Align text</li> <li>■ Create bulleted lists</li> <li>■ Remove bullets</li> <li>■ Save a presentation to OneDrive</li> </ul>	.5 - .75
<b>1.5</b>	<b>Elements of Good Slide Design 2</b>	<i>Opening an Existing Presentation</i>	<ul style="list-style-type: none"> <li>■ Open an existing presentation</li> <li>■ Use Save As</li> <li>■ Revise an existing presentation</li> <li>■ Change line spacing</li> <li>■ Apply formatting and styles to text</li> <li>■ Create bulleted and numbered lists</li> </ul>	.5 - .75
<b>1.6</b>	<b>Making a Budget</b>	<i>Working with Text Boxes and Printing Slides</i>	<ul style="list-style-type: none"> <li>■ Change text direction</li> <li>■ Align text within a text box</li> <li>■ Resize a text box</li> <li>■ Move a text box</li> <li>■ Use cut, copy, and paste</li> <li>■ Use replace</li> <li>■ Print handouts</li> <li>■ Print a presentation</li> </ul>	.75
<b>1.7</b>	<b>How to Write a Persuasive Speech</b>	<i>Emailing a Presentation</i>	<ul style="list-style-type: none"> <li>■ Email from within PowerPoint</li> <li>■ Email a presentation as an attachment</li> </ul>	.75
<b>1.8</b>	<b>Effective Oral Communication</b>	<i>Sharing a Presentation</i>	<ul style="list-style-type: none"> <li>■ Share a presentation via OneDrive</li> <li>■ Assign collaboration permission</li> </ul>	.75
<b>1.9</b>	<b>Choosing a Career</b>	<i>Working Collaboratively</i>	<ul style="list-style-type: none"> <li>■ Edit a presentation simultaneously with another user</li> </ul>	.75
<b>1.10</b>	<b>Personal Budget Vocabulary</b>	<i>Customizing the Quick Access Toolbar</i>	<ul style="list-style-type: none"> <li>■ Use Undo</li> <li>■ Use Redo</li> <li>■ Customize the Quick Access toolbar</li> </ul>	.75
<b>1.11</b>	<b>Habit Change</b>	<i>Formatting File Properties</i>	<ul style="list-style-type: none"> <li>■ Apply a different slide layout</li> <li>■ Format text in multiple columns</li> <li>■ Inspect a presentation for personal information</li> <li>■ Set file properties</li> <li>■ Protect a presentation</li> <li>■ Export presentations to other formats</li> </ul>	.75
<b>Part 1 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		

Lesson		Skills	Approximate Completion Time (in hours)	
<b>Part 2: Applying Transitions and Animations</b>				
2.1	College Football	<i>Applying Transitions</i>	<ul style="list-style-type: none"> <li>Use Tell Me</li> <li>Insert images</li> <li>Modify individual slide backgrounds</li> <li>Insert slide transitions</li> <li>Set transition effect options</li> <li>Use Smart Lookup</li> </ul>	.75
2.2	American Flag	<i>Applying Special Effects to Transitions</i>	<ul style="list-style-type: none"> <li>Set transition effect duration</li> <li>Configure transition start and finish options</li> <li>Use Format Painter</li> <li>Preview transitions</li> </ul>	.75
2.3	Pop Culture Trivia	<i>Applying Animations</i>	<ul style="list-style-type: none"> <li>Apply animations to text</li> <li>Set animation effect options</li> <li>Preview animations</li> <li>Duplicate existing slides</li> </ul>	.75
2.4	Pop Culture Trivia 2	<i>Working with Animation Tools</i>	<ul style="list-style-type: none"> <li>Use the Animation Pane</li> <li>Reorder animations on a slide</li> <li>Apply animations to text</li> </ul>	.5 - .75
<b>Part 2 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 3: Customizing Presentations</b>				
3.1	Geometric Shapes	<i>Using Basic Shapes</i>	<ul style="list-style-type: none"> <li>Insert or replace shapes</li> <li>Apply animations to objects</li> <li>Resize shapes and text boxes</li> <li>Insert text on a slide</li> <li>Insert text boxes</li> <li>Delete slides</li> <li>Inspect a presentation for accessibility</li> </ul>	.75
3.2	Geometric Shapes 2	<i>Formatting Basic Shapes</i>	<ul style="list-style-type: none"> <li>Format shapes</li> <li>Apply styles to shapes</li> </ul>	.5 - .75
3.3	Landscape Design	<i>Arranging Shapes and Objects</i>	<ul style="list-style-type: none"> <li>Display alignment tools</li> <li>Format shapes and text boxes</li> <li>Order objects</li> <li>Group objects</li> <li>Rotate and flip objects</li> <li>Align objects</li> <li>Inspect a presentation for compatibility</li> </ul>	.75 - 1
3.4	Good Oral Presentation Skills	<i>Adding Audio and Video</i>	<ul style="list-style-type: none"> <li>Record audio</li> <li>Insert audio and video clips</li> <li>Adjust media window size</li> <li>Trim audio clips</li> <li>Configure media playback options</li> </ul>	1
3.5	Show Me How	<i>Adding a Screen Recording</i>	<ul style="list-style-type: none"> <li>Insert video clips - screen recording</li> <li>Configure media playback options</li> <li>Set media timing options</li> <li>Set the video start and stop time</li> <li>Preserve presentation content</li> </ul>	.5 - .75
3.6	Pop Culture Trivia 3	<i>Adding Shapes to Animations</i>	<ul style="list-style-type: none"> <li>Set animation timing</li> <li>Set animation paths</li> </ul>	.75 - 1
<b>Part 3 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 4: Enhancing Slide Elements</b>				
4.1	Skateboard Tricks	<i>Working with Images</i>	<ul style="list-style-type: none"> <li>Insert images</li> <li>Resize and crop images</li> <li>Align objects</li> <li>Apply animations to objects</li> </ul>	.75 - 1
4.2	Skateboard Tricks 2	<i>Enhancing Images</i>	<ul style="list-style-type: none"> <li>Order objects</li> <li>Apply styles and effects</li> <li>Reset a picture</li> <li>Group objects</li> </ul>	.75
4.3	Nutrition Tips	<i>Formatting Tables, Headers, and Footers</i>	<ul style="list-style-type: none"> <li>Insert slide headers, footers, and page numbers</li> <li>Apply WordArt styles to text</li> <li>Create a table</li> <li>Insert and delete table rows and columns</li> <li>Apply table styles</li> </ul>	.75 - 1

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<b>4.4</b>	<b>Travel Information</b>	<i>Changing Picture Effects</i>	<ul style="list-style-type: none"> <li>■ Apply styles and effects</li> <li>■ Add icons</li> <li>■ Create SmartArt graphics</li> <li>■ Add shapes to SmartArt graphics</li> <li>■ Reorder shapes in SmartArt graphics</li> <li>■ Insert hyperlinks</li> </ul>	.75
<b>4.5</b>	<b>Opportunity Cost</b>	<i>Importing a Table</i>	<ul style="list-style-type: none"> <li>■ Import a table</li> </ul>	.5 - .75
<b>4.6</b>	<b>Food Expenses</b>	<i>Creating a Chart</i>	<ul style="list-style-type: none"> <li>■ Apply WordArt styles to text</li> <li>■ Convert lists to SmartArt graphics</li> <li>■ Change the color of SmartArt graphics</li> <li>■ Create a chart</li> <li>■ Change the chart type</li> <li>■ Change the chart style of a chart</li> <li>■ Add a legend to a chart</li> </ul>	.75
<b>4.7</b>	<b>Housing Expenses</b>	<i>Importing a Chart</i>	<ul style="list-style-type: none"> <li>■ Import a chart</li> <li>■ Edit and update an embedded chart</li> </ul>	.75 - 1
<b>Part 4 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 5: Using Design Themes and Templates</b>				
<b>5.1</b>	<b>Knock Knock Jokes</b>	<i>Using Templates</i>	<ul style="list-style-type: none"> <li>■ Create a presentation based on a template</li> <li>■ Modify slide order</li> </ul>	.5 - .75
<b>5.2</b>	<b>Soft Drink Trivia</b>	<i>Enhancing a Design Theme</i>	<ul style="list-style-type: none"> <li>■ Apply a design theme</li> <li>■ Apply variants to a design theme</li> </ul>	.5 - .75
<b>5.3</b>	<b>A Moment in History</b>	<i>Formatting Slide Backgrounds</i>	<ul style="list-style-type: none"> <li>■ Modify individual slide backgrounds</li> <li>■ Proof a presentation</li> <li>■ Insert Zoom Slides</li> </ul>	.5 - .75
<b>5.4</b>	<b>Elements of Good Presentations</b>	<i>Combining Presentations</i>	<ul style="list-style-type: none"> <li>■ Compare two presentations</li> <li>■ Insert slides from another presentation</li> </ul>	.75 - 1
<b>5.5</b>	<b>Meditation Benefits</b>	<i>Formatting the Slide Master</i>	<ul style="list-style-type: none"> <li>■ Modify Slide Master content</li> <li>■ Change the Slide Master theme or background</li> <li>■ Modify a slide layout</li> <li>■ Create a slide layout</li> <li>■ Modify the Handout Master</li> </ul>	1
<b>Part 5 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Part 6: Working with Presentation Views</b>				
<b>6.1</b>	<b>Personal Budget Vocabulary 2</b>	<i>Working with Presentation Views</i>	<ul style="list-style-type: none"> <li>■ Change views of a presentation</li> <li>■ Modify slide order</li> <li>■ Add notes to slides</li> <li>■ Print all or part of a presentation</li> <li>■ Print notes pages</li> <li>■ Print in color, grayscale, or black and white</li> </ul>	.75
<b>6.2</b>	<b>Open House Agenda</b>	<i>Using Rehearse Timings</i>	<ul style="list-style-type: none"> <li>■ Make your own design decisions</li> <li>■ Rehearse slide show timing</li> <li>■ Configure slide show options</li> <li>■ Create custom slide shows</li> </ul>	.75
<b>6.3</b>	<b>Practicing a Speech</b>	<i>Using Presenter View</i>	<ul style="list-style-type: none"> <li>■ Configure slide show options</li> <li>■ Present a slide show by using Presenter View</li> </ul>	.75
<b>6.4</b>	<b>File Management</b>	<i>Importing Word Outlines</i>	<ul style="list-style-type: none"> <li>■ Import Word document outlines</li> <li>■ Modify the Notes Master</li> <li>■ Change slide size</li> <li>■ Hide and unhide slides</li> </ul>	.75
<b>Part 6 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		

Lesson			Skills	Approximate Completion Time (in hours)
<b>Part 7: Sharing and Working Collaboratively</b>				
<b>7.1</b>	<b>Netflix</b>	<i>Managing Shared Files</i>	<ul style="list-style-type: none"> <li>■ Assign collaboration permission</li> <li>■ Copy and move shared files</li> </ul>	.75
<b>7.2</b>	<b>Toy Trends</b>	<i>Managing Revisions</i>	<ul style="list-style-type: none"> <li>■ Edit presentations with PowerPoint Online</li> <li>■ Review version history</li> </ul>	.75
<b>7.3</b>	<b>High Tech Wearables</b>	<i>Using Comments While Collaborating</i>	<ul style="list-style-type: none"> <li>■ Collaborate simultaneously</li> <li>■ Insert comments</li> <li>■ Review comments</li> </ul>	.75
<b>7.4</b>	<b>Go Team</b>	<i>Working with Sections</i>	<ul style="list-style-type: none"> <li>■ Create sections</li> <li>■ Rename sections</li> <li>■ Modify slide order</li> <li>■ Review comments</li> </ul>	.75
<b>7.5</b>	<b>Digital Citizenship</b>	<i>Reinforcement Activity</i>	There are no new skills being introduced in this lesson.	.75
<b>Part 7 Assessments</b>		Performance and Written Assessments are located with the Instructor Resources.		
<b>Total Completion Time: 30 - 34 hrs.</b>				
<b>MOS Practice Tests</b>		MOS Practice Tests are located with the Instructor Resources.		