

# Curriculum Guide

Lesson		New Skills	
<b>Unit 1: Presentation Basics</b>			
1.1	<b>Getting Started</b>	<i>Navigating PowerPoint</i>	Opening a Blank Presentation ■ Identifying Ribbons, Tabs, & Groups ■ Understanding Backstage View ■ Using the Zoom Adjustment Tool ■ Closing PowerPoint
1.2	<b>Welcome Message</b>	<i>Creating Your First Presentation</i>	Creating a Blank Presentation ■ Saving a Presentation ■ Changing Font and Font Size ■ Inserting New Slides ■ Viewing a Slide Show ■ Ending a Slide Show ■ Closing a Presentation
1.3	<b>Welcome Message 2</b>	<i>Formatting Text Basics</i>	Opening an Existing Presentation ■ Revising an Existing Presentation ■ Using Save As ■ Changing Font Color ■ Applying Bold, Italic, Underline, and Text Shadow
1.4	<b>Choosing a College</b>	<i>Formatting Paragraphs</i>	Using Numbered and Bulleted Lists ■ Increasing List Levels ■ Changing Line Spacing ■ Aligning Text
1.5	<b>Combination Locks</b>	<i>Working with Text Boxes</i>	Removing Bullets ■ Changing Text Direction ■ Aligning Text Within a Text Box ■ Resizing a Text Box
1.6	<b>Combination Locks 2</b>	<i>Editing Basics</i>	Using Copy ■ Using Paste ■ Using Cut ■ Using Find and Replace
<b>Unit 1 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 2: Customizing Presentations</b>			
2.1	<b>Geometric Shapes</b>	<i>Using Basic Shapes</i>	Inserting Basic Shapes ■ Resizing Shapes ■ Inserting a Text Box ■ Deleting a Slide
2.2	<b>Geometric Shapes 2</b>	<i>Formatting Basic Shapes</i>	Changing Shape Fill ■ Changing Shape Outline ■ Using Shape Effects ■ Using Quick Styles
2.3	<b>Building a Snowman</b>	<i>Arranging Shapes &amp; Objects</i>	Changing Shape Height ■ Changing Shape Width ■ Aligning Objects ■ Arranging Objects ■ Grouping Objects
2.4	<b>Home Row Keys</b>	<i>Enhancing Shapes &amp; Objects</i>	Adding Text to a Shape ■ Rotating Objects
<b>Unit 2 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 3: Enhancing Slide Elements</b>			
3.1	<b>Extreme Sports</b>	<i>Working with Images</i>	Inserting Online Pictures ■ Cropping a Picture ■ Aligning Pictures
3.2	<b>Extreme Sports 2</b>	<i>Enhancing Images</i>	Using Picture Styles ■ Applying Picture Borders ■ Applying Picture Effects
3.3	<b>The Meaning of Colors</b>	<i>Formatting Tables</i>	Using Headers and Footers ■ Changing Slide Layout ■ Using WordArt ■ Inserting a Table ■ Formatting a Table
3.4	<b>Traveling Abroad</b>	<i>Changing Picture Effects</i>	Using Artistic Effects ■ Using SmartArt ■ Inserting a Hyperlink
<b>Unit 3 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	

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<b>Unit 4: Using Design Themes &amp; Templates</b>		
4.1 Motivational Quotes	<i>Using a Template</i>	Using Templates ■ Reordering Slides
4.2 Oscars Trivia	<i>Enhancing a Design Theme</i>	Applying a Design Theme ■ Applying Variants to a Design Theme
4.3 Olympic Games	<i>Formatting Slide Backgrounds</i>	Formatting a Slide Background with an Image ■ Formatting a Slide Background with a Fill Color ■ Using the Spelling Feature
<b>Unit 4 Assessments</b>	Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 5: Applying Transitions &amp; Animations</b>		
5.1 Olympic Games 2	<i>Applying Transitions</i>	Applying Slide Transitions ■ Applying Effect Options to Transitions
5.2 Oscars Trivia 2	<i>Applying Special Effects to Transitions</i>	Using Sound ■ Using the Advance Slide Options ■ Timing Transitions ■ Previewing Transitions
5.3 T-shirt Design	<i>Applying Animation</i>	Applying Animation ■ Applying Effect Options to Animations ■ Previewing Animations
5.4 T-shirt Design 2	<i>Working with Animation Tools</i>	Applying Animation to an Image ■ Using the Animation Pane ■ Reordering Animation
<b>Unit 5 Assessments</b>	Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 6: Working with Presentation Views</b>		
6.1 Spanish Numbers	<i>Using Slide Sorter &amp; Notes</i>	Working with Presentation Views ■ Using Slide Sorter View ■ Adding Notes to Slides ■ Using Notes Page View ■ Printing Slides with Notes
6.2 Parents Night	<i>Using Rehearse Timings</i>	Setting Up a Slide Show ■ Rehearsing Timings for a Slide Show ■ Making Your Own Design Decisions
<b>Unit 6 Assessments</b>	Performance and Written Assessments are located on the Instructor's Resource CD.	