

Learn-by-Doing: Microsoft 365 - PowerPoint (Level 1)

Curriculum Guide

Curriculum Guide			Approximate Completion Time (in hours)
Lesson		Skills	
Part 1: Presentation Basics			
1.1	Getting Started	Navigating PowerPoint	■ Create a new presentation ■ Explore Backstage View ■ Identify tabs and groups ■ Use the zoom slider ■ Close PowerPoint .5
1.2	Oh, the Places You'll Save	Exploring Places to Save Work	■ Create a folder ■ Log into OneDrive ■ Sync to OneDrive .75
1.3	Elements of Good Slide Design	Creating Your First Presentation	■ Customize the Quick Access toolbar ■ Save presentations ■ Apply formatting and styles to text ■ Insert slides and select slide layouts ■ View slide shows ■ End slide shows ■ Close presentations .75
1.4	How to Write an Informative Speech	Working with Bullets and Alignment	■ Reset slide layouts ■ Increase list level ■ Align text ■ Create bulleted lists ■ Remove bullets .5 - .75
1.5	Elements of Good Slide Design 2	Opening an Existing Presentation	■ Open and revise existing presentations ■ Use Save As ■ Turn off AutoSave ■ Change line spacing ■ Apply formatting and styles to text ■ Create bulleted and numbered lists .5 - .75
1.6	Making a Budget	Working with Text Boxes and Printing Slides	■ Change text direction ■ Align text within a text box ■ Resize text boxes ■ Move text boxes ■ Use cut, copy, and paste ■ Use replace ■ Print handouts ■ Print a presentation .75
1.7	How to Write a Persuasive Speech	Sharing a Presentation	■ Share presentations .75
1.8	Personal Budget Vocabulary	Using Undo and Redo	■ Use Undo ■ Use Redo .75
1.9	Habit Change	Formatting File Properties	■ Select different slide layouts ■ Format text in multiple columns ■ Set basic file properties ■ Protect presentations by using passwords ■ Mark presentations as final ■ Inspect presentations for issues - personal information ■ Export presentations to other formats .75
1.10	Working Out	Working with Sections	■ Create sections ■ Rename sections ■ Modify slide order .5
Part 1 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.	
Part 2: Applying Transitions and Animations			
2.1	College Football	Applying Transitions	■ Use Search ■ Insert images ■ Modify individual slide backgrounds ■ Apply basic and 3D slide transitions ■ Configure transition effects .75
2.2	American Flag	Applying Special Effects to Transitions	■ Set transition effect duration ■ Configure transition start and finish options ■ Use Format Painter ■ Preview transitions .75
2.3	Pop Culture Trivia	Applying Animations	■ Animate text ■ Configure animation effects ■ Preview animations ■ Duplicate slides .75

Lesson			Skills	Approximate Completion Time (in hours)
2.4	Pop Culture Trivia 2	Working with Animation Tools	■ Use the Animation Pane ■ Reorder animations on a slide ■ Animate text	.5 - .75
Part 2 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 3: Customizing Presentations				
3.1	Geometric Shapes	Using Basic Shapes	■ Insert shapes ■ Animate graphic elements ■ Resize shapes and text boxes ■ Add text to text boxes ■ Delete slides ■ Inspect presentations for issues - accessibility	.75
3.2	Geometric Shapes 2	Formatting Basic Shapes	■ Format shapes ■ Apply built-in styles to shapes	.5 - .75
3.3	Landscape Design	Arranging Shapes and Objects	■ Display alignment tools ■ Format shapes and text boxes ■ Order shapes and text boxes ■ Add text to shapes ■ Group shapes ■ Rotate and flip shapes ■ Align shapes ■ Inspect presentations for issues - compatibility	.75 - 1
3.4	Good Oral Presentation Skills	Adding Audio and Video	■ Record audio ■ Insert audio and video clips ■ Format audio and video clips ■ Trim audio clips ■ Configure media playback options	1
3.5	Show Me How	Adding a Screen Recording	■ Create and insert screen recordings ■ Configure media playback options ■ Trim video clips ■ Preserve presentation content	.5 - .75
3.6	Pop Culture Trivia 3	Adding Shapes to Animations	■ Configure animation timing ■ Configure animation paths	.75 - 1
3.7	Green Energy	Using Digital Ink	■ Draw by using digital ink ■ Use Ink to Shape ■ Apply ink animations	.75
3.8	SWOT Analysis	Using the Morph Transition	■ Apply basic and 3D slide transitions	.75 - 1
Part 3 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 4: Enhancing Slide Elements				
4.1	Skateboard Tricks	Working with Images	■ Insert images ■ Resize and crop images ■ Align images ■ Animate graphic elements	.75 - 1
4.2	Skateboard Tricks 2	Enhancing Images	■ Order images ■ Apply built-in styles and effects to images ■ Reset images ■ Group images	.75
4.3	Nutrition Tips	Formatting Tables, Headers, and Footers	■ Insert slide headers, footers, and page numbers ■ Use WordArt ■ Create and insert tables ■ Insert and delete table rows and columns ■ Apply built-in table styles ■ Add alt text to graphic elements for accessibility	.75 - 1
4.4	Travel Information	Changing Picture Effects	■ Apply built-in styles and effects to images ■ Insert icons ■ Insert SmartArt graphics ■ Add and modify SmartArt graphic content ■ Insert hyperlinks ■ Insert screenshots and screen clippings	.75

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4.5	Opportunity Cost	Importing a Table	■ Import tables	.5 - .75
4.6	Food Expenses	Creating a Chart	■ Convert lists to SmartArt graphics ■ Change SmartArt colors ■ Create and insert charts ■ Modify charts	.75
4.7	Housing Expenses	Importing a Chart	■ Import charts ■ Edit and update embedded charts	.75
4.8	Science Lab Equipment	Working with 3D Models	■ Insert 3D models ■ Modify 3D models ■ Animate 3D models	.75
4.9	Digital Aquarium	Removing Picture Backgrounds	■ Insert images ■ Remove image backgrounds	.75
4.10	Working Out 2	Using Section Zooms	■ Insert Section Zoom links ■ Configure Zoom options	.5 - .75
4.11	Go Team	Using Summary Zooms	■ Insert Summary Zoom slides	.5
Part 4 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 5: Using Design Themes and Templates				
5.1	Knock Knock Jokes	Using Templates	■ Use presentation templates ■ Modify slide order	.5
5.2	Soft Drink Trivia	Enhancing a Design Theme	■ Apply design themes ■ Apply variants to design themes	.5 - .75
5.3	A Moment in History	Formatting Slide Backgrounds	■ Modify individual slide backgrounds ■ Proof presentations ■ Insert Slide Zoom links	.5 - .75
5.4	Elements of Good Presentations	Combining Presentations	■ Compare presentations ■ Insert slides from another presentation	.75 - 1
5.5	Meditation Benefits	Formatting the Slide Master	■ Modify slide master content ■ Change the slide master theme or background ■ Modify slide layouts ■ Create slide layouts ■ Modify the handout master	1
Part 5 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 6: Working with Presentation Views				
6.1	Personal Budget Vocabulary 2	Working with Presentation Views	■ Display presentations in different views ■ Modify slide order ■ Add notes to slides ■ Print all or part of a presentation ■ Print notes pages ■ Print in color, grayscale, or black and white	.75
6.2	Open House Agenda	Using Rehearse Timings	■ Make your own design decisions ■ Rehearse slide show timing ■ Configure slide show options ■ Create custom slide shows	.75
6.3	Practicing a Speech	Using Presenter View	■ Set up slide show recording options ■ Present slide shows by using Presenter View ■ Export a video ■ Record a slide show	.75

Lesson			Skills	Approximate Completion Time (in hours)
6.4	File Management	Importing Word Outlines	■ Import Word document outlines ■ Modify the notes master ■ Change slide size ■ Hide and unhide slides	.75
6.5	Being a Good Friend	Saving as a Show	■ Save a presentation as a show	.75
Part 6 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 7: Collaborating & Working with PowerPoint for the Web				
7.1	High Tech Wearables	Using Comments to Communicate Changes	■ Add and manage comments	.5
7.2	Effective Oral Communication	Managing OneDrive Files	■ Assign collaboration permission ■ Manage OneDrive files	.75
7.3	Thumbs Up	Navigating PowerPoint for the Web	■ Use PowerPoint for the web ■ Use Present Live	1
7.4	Toy Trends	Managing Revisions	■ Review version history ■ Restore a previously saved version	.75
7.5	Choosing a Career	Collaborating in Real Time	■ Collaborate simultaneously	.5 - .75
Part 7 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Total Completion Time: 33 - 37 hrs.				