Spokane Community College
COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

Course Title: Microsoft PowerPoint I
Prefix and Course Number: CATT 190
Version Date: Fall 2022

Course Learning Outcomes

By the end of this course, a student should be able to:

1. Create presentations

2. Manage presentation properties

3. Design presentations

4. Modify presentations

Course Outline:

1. Creating a Presentation in PowerPoint
   - Apply beginning functions, features, and commands
   - Apply and edit themes
   - Use multiple views
   - Insert pictures and objects
   - Edit content and appearance of slides

2. Modifying a Presentation
   - Insert and modify objects
   - Enter slide notes
   - Add, delete, and duplicate slides
   - Create and edit footers
   - Apply and edit transitions
   - Run a slide show
   - Hyperlink to a web page

3. Inserting Objects into a Presentation
   - Format and edit objects
   - Apply animation
   - Use and modify videos

4. Formatting Slide Masters and Backgrounds
   - Use and modify master slides