

Spokane Community College

COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

Course Title: Microsoft PowerPoint II
Prefix and Course Number: CATT 191
Version Date: Fall 2022

Course Learning Outcomes

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

1. Customize presentations
2. Implement graphics and other media
3. Enhance presentations
4. Integrate with multiple programs

Course Outline:

1. Working with Advanced Tools
 - Apply intermediate formatting
 - Apply intermediate animation tools
 - Use collaboration tools
 - Use organization features
2. Enhancing Charts and Tables
 - Use intermediate organization features
 - Edit data in tables and charts
 - Use linking feature
 - Apply intermediate formatting to tables and charts
3. Inserting Graphics, Media, and Objects
 - Apply intermediate formatting to objects
 - Insert equation
 - Use multi-media features
 - Use intermediate linking features and hyperlinks
4. Delivering Presentations
 - Use multiple views including notes and handouts
 - Use of presenter notes
 - Use intermediate master slides
 - Apply accessibility features