

# PowerPoint Competencies

## Knowledge

1. Appropriate font sizes for presentations
2. Appropriate colors for visibility
3. Appropriate use of text (Rule of 6)
4. Appropriate citation of references
5. Appropriate use of animation
6. Appropriate file size for presentations posted to server/Blackboard
7. Appropriate handouts to supplement presentation

## Creating text slides and making them pretty

### Basic Skills

1. Views: slide outline, slides, notepages
2. Starting a new presentation from wizard or blank
3. Saving the presentation
4. Adding new slides
5. Adding headers and footers
6. Adding hyperlinks
7. Deleting a slide
8. Rearranging slides
9. Selecting and changing a slide layout
10. Applying a Design template
11. Using color scheme

### Advanced Skill

12. Using the Master Slide to create your own design template

## Adding and adjusting objects to slides

### Basic Skill

1. Images/graphics
  - a. Clip Art
  - b. Animated gifs
  - c. Photographs
  - d. Scanning images
2. Adjusting contrast and brightness
3. Cropping images
4. Charts
5. Tables
6. Drawings
  - a. Auto Shapes
7. Compressing images to save disk space

### Advanced Skills

1. Adding and manipulating Audio
2. Adding and manipulating Video

## **Animation**

### Basic Skills

1. Adding Transitions
2. Animating Text
3. Animating Objects

### Advanced Skill

4. Automating animation
5. Using action buttons to branch presentation

## **Presenting the Presentation**

1. Connecting computer to data projector
2. Running a slide show
3. Controlling slide show
  - a. Using pen
  - b. Blanking out the screen
  - c. Keyboard commands: P, N, B, Esc.
4. Effective presentation skills
  - a. Audience focus; eye contact
  - b. Clear and understandable speaking
  - c. Involving the audience
  - d. Utilize progressive disclosure effectively for case presentations
  - e. If teaching, utilize Gagne's 9 events of instruction

## **Printing from PowerPoint**

### Basic Skills

1. Printing handouts in various layouts
2. Printing Outline of presentation
3. Printing notepages

### Advanced Skill

4. Sending speaker notes and slides to Word for a comprehensive handout