SECTION HEADING

ADSA 1190: Presentation Graphics

Description

Presentation Graphics covers the concepts of developing electronic slide shows using a computer application program. The keys to effective presentations are covered along with various printing techniques. This course also covers more advanced presentation techniques including animation, sound, scanning, and graphics.

Credits

2

Prerequisite

None

Corequisite

None

Topics to be Covered

1. Planning, creating and enhancing presentations

Learning Outcomes

1. Plan and create presentations using templates and auto-layouts

2. Plan and create presentations without the use of templates and auto-layouts

3. Create slide show using outline view

4. Enhance a slide show using graphics, and audio and visual effects

5. Modify visual elements and presentation formats

6. Create a self-running presentation containing interactive documents

7. Link and embed objects within presentations

8. Enhance a slide show with transitions and animations to presentations

9. Insert links to other files and Web page hyperlinks in slides with and without action buttons

10. Develop speaker notes

11. Import and Export data to and/or from a presentation

12. Print presentations using various print layout options

Credit Details

Lecture: 1

Lab: 1

OJT: 0

MnTC Goal Area(s): None