

Curriculum Guide

Lesson			Skills	Approximate Completion Time (in hours)
Part 1: Presentation Basics				
1.1	Oh, the Places You'll Save	<i>Exploring Places to Save Work</i>	<ul style="list-style-type: none"> ■ Use file manager ■ Create a folder ■ Log in to OneDrive ■ Sync to OneDrive 	.5
1.2	Getting Started	<i>Navigating PowerPoint</i>	<ul style="list-style-type: none"> ■ Create a new presentation ■ Insert text on a slide ■ Identify ribbons, tabs & groups ■ Understand Backstage View ■ Use the zoom adjustment tool ■ Close PowerPoint 	.75
1.3	Elements of Good Slide Design	<i>Creating Your First Presentation</i>	<ul style="list-style-type: none"> ■ Create a new presentation ■ 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	<i>Working with Bullets and Alignment</i>	<ul style="list-style-type: none"> ■ Reset slide layouts ■ Increase list level ■ Align text ■ Create bulleted lists ■ Remove bullets 	.5 - .75
1.5	Elements of Good Slide Design 2	<i>Opening an Existing Presentation</i>	<ul style="list-style-type: none"> ■ Open existing presentations ■ Use Save As ■ Revise existing presentations ■ Change line spacing ■ Apply formatting and styles to text ■ Create bulleted and numbered lists 	.5 - .75
1.6	Making a Budget	<i>Working with Text Boxes and Printing Slides</i>	<ul style="list-style-type: none"> ■ 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	<i>Emailing a Presentation</i>	<ul style="list-style-type: none"> ■ Email presentations as attachments ■ Email from within PowerPoint 	.75
1.8	Personal Budget Vocabulary	<i>Customizing the Quick Access Toolbar</i>	<ul style="list-style-type: none"> ■ Use Undo ■ Use Redo ■ Customize the Quick Access toolbar 	.75
1.9	Habit Change	<i>Formatting File Properties</i>	<ul style="list-style-type: none"> ■ 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	<i>Working with Sections</i>	<ul style="list-style-type: none"> ■ 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	<i>Applying Transitions</i>	<ul style="list-style-type: none"> ■ Use Search ■ Insert images ■ Modify individual slide backgrounds ■ Apply basic and 3D slide transitions ■ Configure transition effects ■ Use Smart Lookup 	.75
2.2	American Flag	<i>Applying Special Effects to Transitions</i>	<ul style="list-style-type: none"> ■ Set transition effect duration ■ Configure transition start and finish options ■ Use Format Painter ■ Preview transitions 	.75
2.3	Pop Culture Trivia	<i>Applying Animations</i>	<ul style="list-style-type: none"> ■ Animate text ■ Configure animation effects ■ Preview animations ■ Duplicate slides 	.75

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2.4	Pop Culture Trivia 2	<i>Working with Animation Tools</i>	<ul style="list-style-type: none"> ■ 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	<i>Using Basic Shapes</i>	<ul style="list-style-type: none"> ■ 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	<i>Formatting Basic Shapes</i>	<ul style="list-style-type: none"> ■ Format shapes ■ Apply built-in styles to shapes 	.5 - .75
3.3	Landscape Design	<i>Arranging Shapes and Objects</i>	<ul style="list-style-type: none"> ■ 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	<i>Adding Audio and Video</i>	<ul style="list-style-type: none"> ■ 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	<i>Adding a Screen Recording</i>	<ul style="list-style-type: none"> ■ Create and insert screen recordings ■ Configure media playback options ■ Trim audio clips ■ Preserve presentation content 	.5 - .75
3.6	Pop Culture Trivia 3	<i>Adding Shapes to Animations</i>	<ul style="list-style-type: none"> ■ Configure animation timing ■ Configure animation paths 	.75 - 1
3.7	Green Energy	<i>Using Digital Ink</i>	<ul style="list-style-type: none"> ■ Draw by using digital ink ■ Use Ink to Shape ■ Apply ink animations 	.75
3.8	SWOT Analysis	<i>Using the Morph Transition</i>	<ul style="list-style-type: none"> ■ 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	<i>Working with Images</i>	<ul style="list-style-type: none"> ■ Insert images ■ Resize and crop images ■ Align images ■ Animate graphic elements 	.75 - 1
4.2	Skateboard Tricks 2	<i>Enhancing Images</i>	<ul style="list-style-type: none"> ■ Order images ■ Apply built-in styles and effects to images ■ Reset images ■ Group images 	.75
4.3	Nutrition Tips	<i>Formatting Tables, Headers, and Footers</i>	<ul style="list-style-type: none"> ■ 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	<i>Changing Picture Effects</i>	<ul style="list-style-type: none"> ■ 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	<i>Importing a Table</i>	■ Import tables	.5 - .75
4.6	Food Expenses	<i>Creating a Chart</i>	■ Convert lists to SmartArt graphics ■ Change SmartArt colors ■ Create and insert charts ■ Modify charts	.75
4.7	Housing Expenses	<i>Importing a Chart</i>	■ Import charts ■ Edit and update embedded charts	.75
4.8	Science Lab Equipment	<i>Working with 3D Models</i>	■ Insert 3D models ■ Modify 3D models ■ Animate 3D models	.75
4.9	Digital Aquarium	<i>Removing Picture Backgrounds</i>	■ Insert images ■ Remove image backgrounds	.75
4.10	Working Out 2	<i>Using Section Zooms</i>	■ Insert Section Zoom links ■ Configure Zoom options	.5 - .75
4.11	Go Team	<i>Using Summary Zooms</i>	■ 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	<i>Using Templates</i>	■ Create presentations based on templates ■ Modify slide order	.5
5.2	Soft Drink Trivia	<i>Enhancing a Design Theme</i>	■ Apply design themes ■ Apply variants to design themes	.5 - .75
5.3	A Moment in History	<i>Formatting Slide Backgrounds</i>	■ Modify individual slide backgrounds ■ Proof presentations ■ Insert Slide Zoom links	.5 - .75
5.4	Elements of Good Presentations	<i>Combining Presentations</i>	■ Compare presentations ■ Insert slides from another presentation	.75 - 1
5.5	Meditation Benefits	<i>Formatting the Slide Master</i>	■ 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	<i>Working with Presentation Views</i>	■ 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	<i>Using Rehearse Timings</i>	■ Make your own design decisions ■ Rehearse slide show timing ■ Configure slide show options ■ Create custom slide shows	.75
6.3	Practicing a Speech	<i>Using Presenter View</i>	■ Set up slide show recording options ■ Present slide shows by using Presenter View	.75

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6.4	File Management	<i>Importing Word Outlines</i>	<ul style="list-style-type: none"> ■ Import Word document outlines ■ Modify the notes master ■ Change slide size ■ Hide and unhide slides 	.75
6.5	Being a Good Friend	<i>Saving as a Show</i>	<ul style="list-style-type: none"> ■ Save a presentation as a show 	.75
Part 6 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Part 7: Sharing and Working Collaboratively				
7.1	High Tech Wearables	<i>Using Comments to Communicate Changes</i>	<ul style="list-style-type: none"> ■ Add and manage comments 	.5
7.2	Effective Oral Communication	<i>Sharing a Presentation</i>	<ul style="list-style-type: none"> ■ Save presentations to OneDrive ■ Share presentations ■ Assign collaboration permission ■ Move OneDrive files 	.75
7.3	Toy Trends	<i>Managing Revisions</i>	<ul style="list-style-type: none"> ■ Edit presentations with PowerPoint Online ■ Review version history 	.75
7.4	Choosing a Career	<i>Working Collaboratively</i>	<ul style="list-style-type: none"> ■ Edit a presentation simultaneously with another user 	.5 - .75
Part 7 Skills Mastery		Skills Mastery Assessments are located with the Instructor Resources.		
Total Completion Time: 32 - 36 hrs.				