

<b>CLASS NUMBER AND NAME:</b>	<b>CM320D—POWERPOINT CERTIFICATION PREPARATION</b>
<b>TOTAL CLOCK HOURS:</b>	25 Hours/1 Unit
<b>PREREQUISITE:</b>	CM310D—Post-Advanced Office: Access and PowerPoint
<b>TEXT AND MATERIALS:</b>	SimNet Software, McGraw Hill Publishing, New York: NY
<b>CLASS DESCRIPTION:</b>	This class utilizes software training and practice tests for certification preparation for PowerPoint. Microsoft testing is included in this class.
<b>CLASS OBJECTIVES:</b>	The student will review the concepts and techniques learned in PowerPoint to obtain Microsoft certification.
<b>CLASS FORMAT OVERVIEW:</b>	This class is a lab. Lab time is spent using practice software and testing to prepare for certification.
<b>REQUIREMENTS:</b>	Students are required to maintain a minimum of 80 percent attendance and complete and print tests on a regular basis. After three practice tests are completed at the 95 percent accuracy level and the student has a thorough understanding of the exam objectives, the student will be qualified to take the exam in PowerPoint for certification.
<b>TESTING:</b>	The final for this class will be the certification test for PowerPoint administered by the Empire College testing site.
<b>GRADING POLICIES:</b>	Grades will be based on completing all assignments on the class schedule on time.
<b>FINAL GRADE:</b>	This is a Pass or Fail class. To pass the class the student must complete all assignments on time as listed on the schedule with 80% or better attendance.  No Incomplete grades will be issued for this course.
<b>ANTICIPATED LEARNING OUTCOMES:</b>	Upon completing this class, the student will: <ol style="list-style-type: none"><li>1. Have practiced PowerPoint concepts utilizing software and training to review the concepts learned in the beginning, advanced, and post-advanced Office courses.</li><li>2. Utilize the PowerPoint textbooks and SimNet software to review the concepts required to pass the Microsoft PowerPoint certification exam.</li><li>3. Become prepared to receive Microsoft certification in PowerPoint.</li></ol>

# Instructions

- Since the program is on the Internet, you may work on this at home and do not need a copy of Office on your computer. Go to [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com). Log into the CM320A/B/C/D class that is on your schedule. Use your login from the CM166A, Beginning Excel classes.
- Each SimNet Microsoft Office application features a Lesson that includes TeachMe... ShowMe...LetMeTry. Complete all Let Me Try Lessons at the 95 percent or above level.
- After the completion of each lesson at the 95 percent level or above, the Lesson Exams are timed and present a smaller, randomized selection of questions. These must also receive a 95 percent or better score.

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## NOTES — PLEASE READ CAREFULLY

1. **TRACK YOUR PROGRESS EACH DAY.**
2. **USE Teach Me...Show Me...Let Me Try until you fully understand the concepts for each section.**
3. **VERY IMPORTANT:** Do not run through the assignments to get the class completed. If you do, you will probably not pass your certification exam. Use this time, your books, and this program to KNOW Excel and use the features that are available. This will help you once you are looking for employment. Anyone can just move through the assignments to get them done. Take the time to understand and know what you are doing and use every feature available to you in the program. It will really help you in your future and the career that you hope to begin once you graduate Empire College.

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## Lessons, Exams, and MOS testing

<b>Lessons</b>	The lessons are not timed. The TeachMe...ShowMe...Let Me Try...software offers hints and step-by-step instructions to help you learn the concepts featured in the certification exam. You must receive a 95 percent score or better on the Let Me Try portion of each lesson.
<b>Exams</b>	The Lesson Exam is timed and presents a smaller, randomized selection of questions. Your score to pass the class must be 95 percent or better for each lesson exam.
<b>Answering Questions</b>	Make sure that you have mastered the lesson Let Me Try...objectives before attempting the lesson exam. All concepts on the exam are covered in the lesson portion of the software.
<b>Lesson and Exam Results</b>	Check your progress on a regular basis as you work on the assignments.
<b>MOS Certification Testing</b>	When you have completed all of the lessons and exams and have a thorough understanding of the concepts covered on the test, let your computer lab instructor know you are ready to schedule your MOS exam. <ol style="list-style-type: none"><li>1. Schedule your exam with Michaela DeBiase in the Prometric testing center located on the second floor near the back stairs. <b>The test will take longer than one class period.</b></li><li>2. Go to the bookstore to receive a voucher.</li><li>3. Remember to take two forms of identification with you on your scheduled appointment.</li><li>4. Submit a copy of your tests results with an assignment cover sheet.</li></ol>

## PowerPoint Certification Preparation — Weekly Schedule

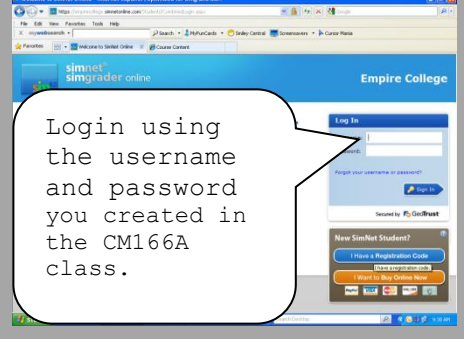
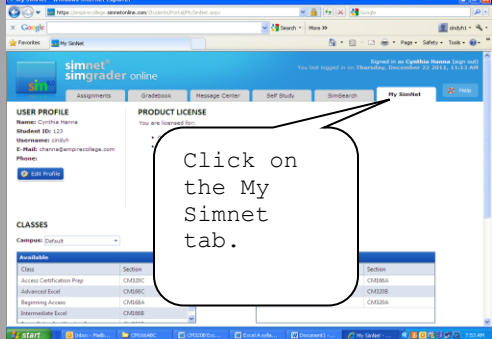
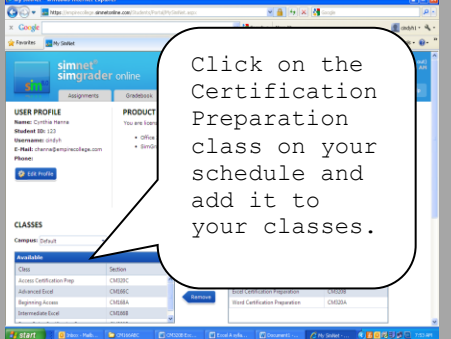
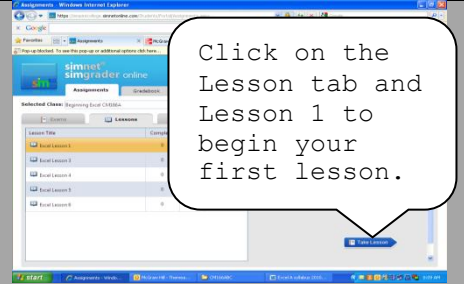
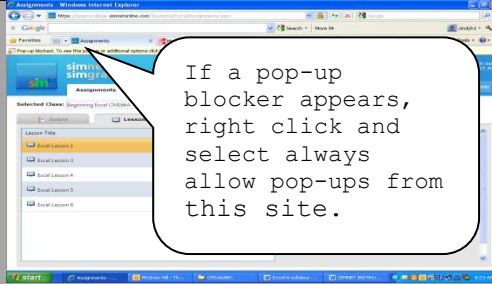
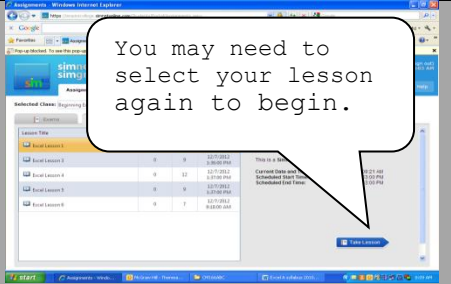
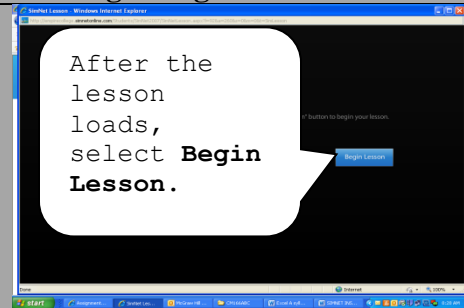
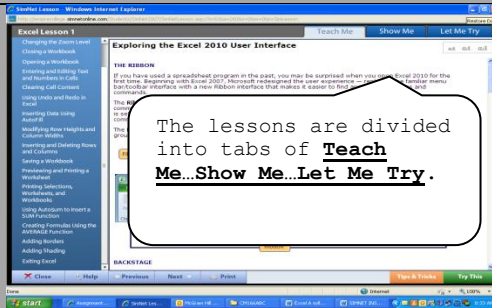
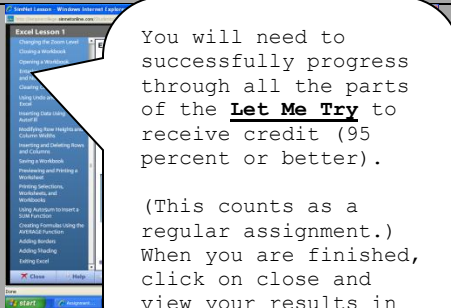
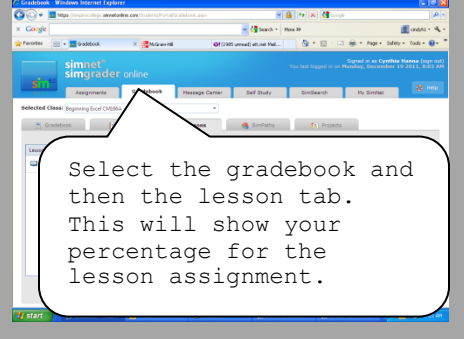
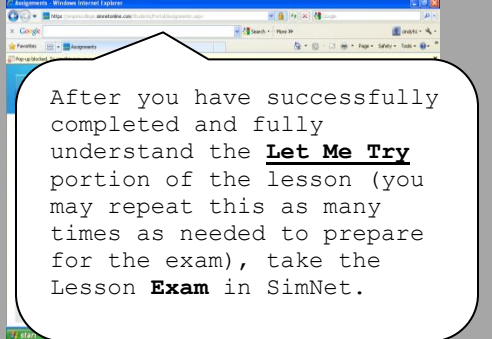
This class is designed to prepare the student for Microsoft PowerPoint certification. Once the student has successfully completed the SimNet practice and lesson exams with 95% or better accuracy and has a thorough understanding of all the exam objectives, he or she is eligible to schedule the Microsoft exam.

	<b>Assignment</b>	<b>Turn in</b>	
<b>Week One</b>	Use the SimNet software to complete the lessons and exams. Use your books to research and study the concepts. The following link will take you to the exam objectives. <a href="http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-883&amp;Locale=en-us#tab2">http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-883&amp;Locale=en-us#tab2</a>	<b>Assignment 1</b> Complete the <b>Lessons</b> and <b>Exams</b> for 1 and 2 with a 95% or better score.	
<b>Week Two</b>	Use the SimNet software to complete the lessons and exams. Use your books to research and study the concepts. The following link will take you to the exam objectives.	<b>Assignment 2</b> Complete the Lessons 3 and 4 lessons and exams with a 95% or better score.	
<b>Week Three</b>	Use the SimNet software for PowerPoint. Use your books to research and study the concepts.	<b>Assignment 3</b> Complete the Lessons 5 and 6 lessons and exams with a 95% or better score.	
<b>Week Four</b>	Use the SimNet software for PowerPoint. Use your books to research and study the concepts  Schedule and take the Microsoft Word exam after you have successfully completed the lesson and exams with at least 95 percent accuracy, have studied your textbooks, and have a thorough understanding of all the exam objectives as listed in this syllabus.	<b>Assignment 4</b> Complete the Lesson 7 and 8 lessons and exams with a 95% or better score. Prepare and study for the exam. Go to the bookstore to purchase an exam voucher and schedule your exam.	
<b>Week Five</b>	Use the SimNet software for PowerPoint and your books to research and study the concepts. Use the Office books to research questions and study for the Microsoft certification exam.  Schedule and take the Microsoft PowerPoint exam after you have successfully completed the lessons, have studied your textbooks, and have a thorough understanding of all the exam objectives as listed in this syllabus.  Take and pass the Microsoft PowerPoint certification exam. Please take a copy of your test results or certificate to your instructor to submit for grading. You will not receive a grade for the class unless a copy is on file.  Schedule your exam with Michaela DeBiase in the testing center located on the second floor near the back stairs. <b>The test will take longer than one class period.</b> Go to the bookstore to receive a voucher.  Remember to take two forms of identification with you on your scheduled appointment.  <b><u>Submit a copy of your tests results with an assignment cover sheet.</u></b> <b><u>You will not receive a grade for this class without it.</u></b>	<b>Assignment 5</b> Schedule, take and pass the Microsoft PowerPoint exam after you have successfully completed the lessons, have studied your textbooks, and have a thorough understanding of all the exam objectives listed in this syllabus.	

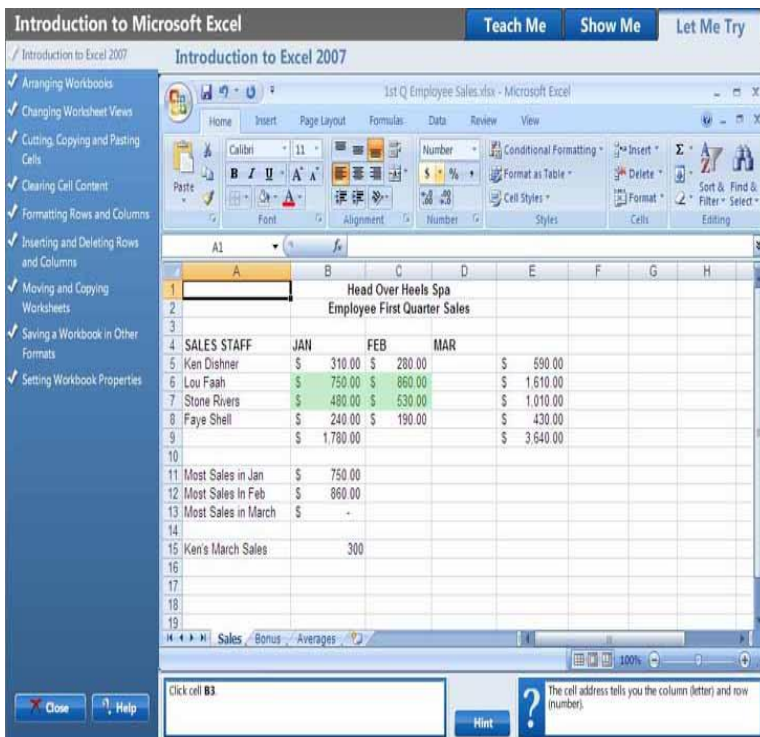
# Certification Prep SimNet Instructions CM320A/B/C/D—Certification Prep

Open Internet Explorer and go to [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com). Use the login and password you created in the CM166A, Beginning Excel class.

**For online help:** <https://empirecollege.simnetonline.com/Help/StudentPortal/>

<b>1<sup>st</sup> Screen</b>	<b>Next—&gt;</b>	<b>Next—&gt;</b>
		
<b>1<sup>st</sup> Screen—Lesson Screen</b>	<b>Pop-Up Blocker</b>	<b>Begin Lesson</b>
		
<b>Beginning Lesson</b>	<b>Teach Me..Show Me..Let Me Try</b>	<b>Let Me Try</b>
		
<b>Gradebook</b>	<b>Exams</b>	
		

# Completing the Let Me Try Portion of a Lesson

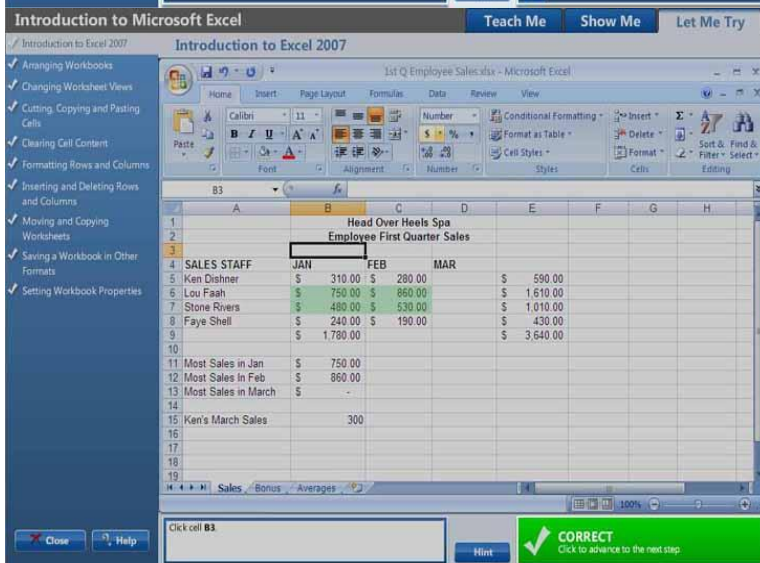


In order for an assigned task to be marked as complete in your instructor's reports, you must complete all the steps in the Let Me Try portion of the task.

**The Teach Me and Show Me portions of the lesson are optional.**

To complete the **Let Me Try** portion of a task:

1. Click a task in the lesson navigation menu on the left of the screen.
2. Click the **Let Me Try** tab.
3. Answer the question in the box on the bottom of your screen by completing the appropriate action in the simulated interface.
  - a. If you need help, click the **Hint** button.
4. The program will tell you if your response was correct or incorrect.
  - a. If you answer correctly, click the box to the right of the question with a **Correct** checkmark that says **Click here to advance to the next step.**
5. Continue answering the question for each step
6. When you have completed the last step of the **Let Me Try**, click the green checkmark that says **You've completed this task** to close the exercise and return to the **Teach Me** tab.



7. A checkmark appears next to the task to show it has been completed. You should have a score of 95 percent or better in the gradebook.

To view a video on this topic go to

<https://empirecollege.simnetonline.com/Help/StudentPortal/Instructions.aspx?fileid=130>

## Exam 77-883 — PowerPoint 2010

Before you take the exam, please make sure you have a complete understanding of the following concepts that will be on your exam. Questions will not match the SimNet software. <http://www.microsoft.com/learning/en/us/Exam.aspx?ID=77-883&Locale=en-us#tab2>

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### Managing the PowerPoint Environment

- Adjust views.
  - This objective may include but is not limited to: adjusting views by using ribbon or status bar commands
- Manipulate the PowerPoint window.
  - This objective may include but is not limited to: working with multiple presentation windows simultaneously
- Configure the Quick Access Toolbar.
  - This objective may include but is not limited to: showing the Quick Access Toolbar (QAT) below the ribbon
- Configure PowerPoint file options.
  - This objective may include but is not limited to: using PowerPoint, Proofing, and Save options

### Creating a Slide Presentation

- Construct and edit photo albums.
  - This objective may include but is not limited to: adding captions to pictures, inserting text, inserting images in black and white, reordering pictures in an album, and adjusting image rotation, brightness, and contrast
- Apply slide size and orientation settings.
  - This objective may include but is not limited to: setting up a custom size and changing the orientation
- Add and remove slides.
  - This objective may include but is not limited to: inserting an outline, reusing slides from a saved presentation, reusing slides from a slide library, duplicating selected slides, deleting multiple slides simultaneously, and including non-contiguous slides in a presentation
- Format slides.
  - This objective may include but is not limited to: formatting sections, modifying themes, switching to a different slide layout, applying a fill color, gradient, picture, texture, or pattern to a slide, and setting up slide footers
- Enter and format text.
  - This objective may include but is not limited to: using text effects, changing the indentation, alignment, line spacing, and direction of text, changing the formatting of bulleted and numbered lists, entering text in a placeholder text box, converting text to SmartArt, copying and pasting text, using Paste Special, and using Format Painter
- Format text boxes.
  - This objective may include but is not limited to: applying a fill color, gradient, picture, texture, or pattern to a text box, changing the outline color, weight, or style, changing the shape of the text box, applying effects, setting the alignment, creating columns in a text box, setting internal margins, setting the current text box formatting as the default for new text boxes, adjusting text wrapping, sizing and positioning a text box, and using AutoFit

### Working with Graphical and Multimedia Elements

- Manipulate graphical elements.
  - This objective may include but is not limited to: arranging, positioning, and resizing graphical elements, applying effects, applying styles, applying borders, and adding hyperlinks
- Manipulate images.
  - This objective may include but is not limited to: applying color adjustments, applying image corrections (sharpen, soften, brightness, contrast), adding artistic effects to an image, removing a background, cropping a picture, compressing selected pictures or all pictures, changing a picture, and resetting a picture
- Modify WordArt and shapes.
  - This objective may include but is not limited to: setting the formatting of the current shape as the default for future shapes, changing the fill color or texture, changing the WordArt, converting to SmartArt
- Manipulate SmartArt.
  - This objective may include but is not limited to: adding and removing shapes, changing SmartArt styles, changing the SmartArt layout, reordering shapes, converting a SmartArt graphic to text, converting SmartArt to shapes, making shapes larger or smaller, and promoting or demoting bullet levels
- Edit video and audio content.
  - This objective may include but is not limited to: applying a style to video or audio content, adjusting, arranging, and sizing video or audio content, and adjusting playback options

### **Creating Charts and Tables**

- Construct and modify tables.
  - This objective may include but is not limited to: drawing a table, inserting a Microsoft Excel spreadsheet, setting table style options, adding shading, borders, and effects, changing the alignment, resizing, merging or splitting columns and rows, distributing columns and rows, arranging columns and rows
- Insert and modify charts.
  - This objective may include but is not limited to: selecting a chart type, entering chart data, changing the chart type, changing the chart layout, switching row and column, selecting data, editing data
- Apply chart elements.
  - This objective may include but is not limited to: using chart labels, axes, gridlines, and backgrounds
- Manipulate chart layouts.
  - This objective may include but is not limited to: selecting chart elements and formatting selections
- Manipulate chart elements.
  - This objective may include but is not limited to: arranging chart elements, specifying a precise position, applying effects, resizing chart elements, applying Quick Styles, applying a border, and adding hyperlinks

### **Applying Transitions and Animations**

- Apply built-in and custom animations.
  - This objective may include but is not limited to: using More Entrance, More Emphasis, and More Exit effects, and using More Motion paths
- Apply effect and path options.
  - This objective may include but is not limited to: setting timing and start options
- Apply and modify transitions between slides.
  - This objective may include but is not limited to: modifying a transition effect, adding a sound to a transition, modifying transition duration, and setting up manual or automatically timed advance options
- Manipulate animations.
  - This objective may include but is not limited to: changing the direction of an animation, attaching a sound to an animation, using Animation Painter, reordering animations, and selecting text options

### **Collaborating on Presentations**

- Manage comments in presentations.
  - This objective may include but is not limited to: inserting and editing comments, showing or hiding markup, moving to the previous or next comment, and deleting comments
- Apply proofing tools.
  - This objective may include but is not limited to: using Spelling and Thesaurus features, comparing and combining presentations

### **Preparing Presentations for Delivery**

- Save presentations.
  - This objective may include but is not limited to: saving the presentation as a picture presentation, PDF, XPS, outline, or OpenDocument presentation, saving a slide or object as a picture file, and saving a presentation as a show (.ppsx)
- Share presentations.
  - This objective may include but is not limited to: packaging a presentation for CD delivery, creating video, creating handouts (send to Microsoft Word), and compressing media
- Print presentations.
  - This objective may include but is not limited to: adjusting print settings
- Protect presentations.
  - This objective may include but is not limited to: setting a password, changing a password, and marking a presentation as final

### **Delivering Presentations**

- Apply presentation tools.
  - This objective may include but is not limited to: adding pen and highlighter annotations, changing the ink color, erasing an annotation, and discarding or retaining annotations upon closing
- 8.2. Set up slide shows.
  - This objective may include but is not limited to: setting up Slide Show, playing narrations, setting up Presenter view, using timings, showing media controls, broadcasting presentations, and creating a Custom Slide Show
- Set presentation timing.
  - This objective may include but is not limited to: rehearsing and keeping timings, adjusting a slide's timing

- 8.4. Record presentations.
  - This objective may include but is not limited to: starting recording from the beginning of a slide show and starting recording from the current slide of the slide show

# CM320D — PowerPoint Cert Prep

## Evening Schedule

<b>Evening Schedule</b>		
<b>6-Week</b>	<b>3-Week</b>	
<b>Week 1</b>	<b>Week 1</b>	<b>Week 1 Schedule</b>
<b>Week 2</b>		<b>Week 2 Schedule</b>
<b>Week 3</b>	<b>Week 2</b>	<b>Week 3 Schedule</b>
<b>Week 4</b>		<b>Week 4 Schedule</b>
<b>Week 5</b>	<b>Week 3</b>	<b>Week 5 Schedule</b>
<b>Week 6</b>		<b>Take Microsoft Certification Exam</b>