

**i** This document is a draft of the Lessons and Skills included in the PowerPoint 2016 curriculum. Final Curriculum Guide is coming soon.

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Hours)
<b>Part 1: Presentation Basics</b>		
<b>1.1 Oh, the Places You'll Save</b> <i>Exploring Places to Save Work</i>	<ul style="list-style-type: none"> <li>• Use File Manager</li> <li>• Create a folder</li> <li>• Log in to OneDrive</li> <li>• Sync to OneDrive</li> </ul>	.5
<b>1.2 Getting Started</b> <i>Navigating PowerPoint</i>	<ul style="list-style-type: none"> <li>• Create a new presentation</li> <li>• Insert text on a slide</li> <li>• Identify ribbons, tabs &amp; groups</li> <li>• Understand backstage view</li> <li>• Use the zoom adjustment tool</li> <li>• Close PowerPoint</li> </ul>	.75
<b>1.3 Elements of Good Slide Design</b> <i>Creating Your First Presentation</i>	<ul style="list-style-type: none"> <li>• Create a new presentation</li> <li>• Save a presentation</li> <li>• Apply formatting to text</li> <li>• Insert specific slide layouts</li> <li>• View a slide show</li> <li>• End a slide show</li> <li>• Close a presentation</li> </ul>	.75
<b>1.4 How to Write an Informative Speech</b> <i>Saving to OneDrive</i>	<ul style="list-style-type: none"> <li>• Reset slide layouts</li> <li>• Increase list level</li> <li>• Align text</li> <li>• Create bulleted lists</li> <li>• Remove bullets</li> <li>• Save a presentation to OneDrive</li> </ul>	.5 - .75
<b>1.5 Elements of Good Slide Design 2</b> <i>Opening an Existing Presentation</i>	<ul style="list-style-type: none"> <li>• Open an existing presentation</li> <li>• Use Save As</li> <li>• Revise an existing presentation</li> <li>• Change line spacing</li> <li>• Apply formatting and styles to text</li> <li>• Create bulleted and numbered lists</li> </ul>	.5 - .75
<b>1.6 Making a Budget</b> <i>Working with Text Boxes and Printing Slides</i>	<ul style="list-style-type: none"> <li>• Change text direction</li> <li>• Align text within a text box</li> <li>• Resize a text box</li> <li>• Move a text box</li> <li>• Use cut, copy, and paste</li> <li>• Use replace</li> <li>• Print handouts</li> <li>• Print a presentation</li> </ul>	.75

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<b>1.7 How to Write a Persuasive Speech</b> <i>Emailing a Presentation</i>	<ul style="list-style-type: none"> <li>• Email from within PowerPoint</li> <li>• Email a presentation as an attachment</li> </ul>	.75
<b>1.8 Effective Oral Communication</b> <i>Sharing a Presentation</i>	<ul style="list-style-type: none"> <li>• Share a presentation via OneDrive</li> <li>• Assign collaboration permission</li> </ul>	.75
<b>1.9 Choosing a Career</b> <i>Working Collaboratively</i>	<ul style="list-style-type: none"> <li>• Edit a presentation simultaneously with another user</li> </ul>	.75
<b>1.10 Personal Budget Vocabulary</b> <i>Customizing the Quick Access Toolbar</i>	<ul style="list-style-type: none"> <li>• Use Undo</li> <li>• Use Redo</li> <li>• Customize the Quick Access toolbar</li> </ul>	.75
<b>1.11 Habit Change</b> <i>Formatting File Properties</i>	<ul style="list-style-type: none"> <li>• Apply a different slide layout</li> <li>• Format text in multiple columns</li> <li>• Inspect a presentation for personal information</li> <li>• Set file properties</li> <li>• Protect a presentation</li> <li>• Export presentations to other formats</li> </ul>	.75
<b>Unit 1 Skills Mastery</b> <i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>		
<b>Part 2: Applying Transitions and Animations</b>		
<b>2.1 College Football</b> <i>Applying Transitions</i>	<ul style="list-style-type: none"> <li>• Use Tell Me</li> <li>• Insert images</li> <li>• Modify individual slide backgrounds</li> <li>• Insert slide transitions</li> <li>• Set transition effect options</li> <li>• Use Smart Lookup</li> </ul>	.75
<b>2.2 American Flag</b> <i>Applying Special Effects to Transitions</i>	<ul style="list-style-type: none"> <li>• Set transition effect duration</li> <li>• Configure transition start and finish options</li> <li>• Use Format Painter</li> <li>• Preview transitions</li> </ul>	.75
<b>2.3 Pop Culture Trivia</b> <i>Applying Animations</i>	<ul style="list-style-type: none"> <li>• Apply animations to text</li> <li>• Set animation effect options</li> <li>• Preview animations</li> <li>• Duplicate existing slides</li> </ul>	.75

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<b>2.4 Pop Culture Trivia 2</b> <i>Working with Animation Tools</i>	<ul style="list-style-type: none"> <li>• Use the Animation Pane</li> <li>• Reorder animations on a slide</li> <li>• Apply animations to text</li> </ul>	.5 - .75
<b>Unit 2 Skills Mastery</b>		<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>
<b>Part 3: Customizing Presentations</b>		
<b>3.1 Geometric Shapes</b> <i>Using Basic Shapes</i>	<ul style="list-style-type: none"> <li>• Insert or replace shapes</li> <li>• Apply animations to objects</li> <li>• Resize shapes and text boxes</li> <li>• Insert text on a slide</li> <li>• Insert text boxes</li> <li>• Delete slides</li> <li>• Inspect a presentation for accessibility</li> </ul>	.75
<b>3.2 Geometric Shapes 2</b> <i>Formatting Basic Shapes</i>	<ul style="list-style-type: none"> <li>• Format shapes</li> <li>• Apply styles to shapes</li> </ul>	.5 - .75
<b>3.3 Landscape Design</b> <i>Arranging Shapes and Objects</i>	<ul style="list-style-type: none"> <li>• Display alignment tools</li> <li>• Format shapes and text boxes</li> <li>• Order objects</li> <li>• Group objects</li> <li>• Rotate and flip objects</li> <li>• Align objects</li> <li>• Inspect a presentation for compatibility</li> </ul>	.75 - 1
<b>3.4 Good Oral Presentation Skills</b> <i>Adding Audio and Video</i>	<ul style="list-style-type: none"> <li>• Record audio</li> <li>• Insert audio and video clips</li> <li>• Adjust media window size</li> <li>• Trim audio clips</li> <li>• Configure media playback options</li> </ul>	1
<b>3.5 Show Me How</b> <i>Adding a Screen Recording</i>	<ul style="list-style-type: none"> <li>• Insert video clips - screen recording</li> <li>• Configure media playback options</li> <li>• Set media timing options</li> <li>• Set the video start and stop time</li> <li>• Preserve presentation content</li> </ul>	.5 - .75
<b>3.6 Pop Culture Trivia 3</b> <i>Adding Shapes to Animations</i>	<ul style="list-style-type: none"> <li>• Set animation timing</li> <li>• Set animation paths</li> </ul>	.75 - 1
<b>Unit 3 Skills Mastery</b>		<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>

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<b>Part 4: Enhancing Slide Elements</b>		
<b>4.1 Skateboard Tricks</b> <i>Working with Images</i>	<ul style="list-style-type: none"> <li>• Insert images</li> <li>• Resize and crop images</li> <li>• Align objects</li> <li>• Apply animations to objects</li> </ul>	.75 - 1
<b>4.2 Skateboard Tricks 2</b> <i>Enhancing Images</i>	<ul style="list-style-type: none"> <li>• Order objects</li> <li>• Apply styles and effects</li> <li>• Reset a picture</li> <li>• Group objects</li> </ul>	.75
<b>4.3 Nutrition Tips</b> <i>Formatting Tables, Headers, and Footers</i>	<ul style="list-style-type: none"> <li>• Insert slide headers, footers, and page numbers</li> <li>• Apply WordArt styles to text</li> <li>• Create a table</li> <li>• Insert and delete table rows and columns</li> <li>• Apply table styles</li> </ul>	.75 - 1
<b>4.4 Travel Information</b> <i>Changing Picture Effects</i>	<ul style="list-style-type: none"> <li>• Apply styles and effects</li> <li>• Add icons</li> <li>• Create SmartArt graphics</li> <li>• Add shapes to SmartArt graphics</li> <li>• Reorder shapes in SmartArt graphics</li> <li>• Insert hyperlinks</li> </ul>	.75
<b>4.5 Opportunity Cost</b> <i>Importing a Table</i>	<ul style="list-style-type: none"> <li>• Import a table</li> </ul>	.5 - .75
<b>4.6 Food Expenses</b> <i>Creating a Chart</i>	<ul style="list-style-type: none"> <li>• Apply WordArt styles to text</li> <li>• Convert lists to SmartArt graphics</li> <li>• Change the color of SmartArt graphics</li> <li>• Create a chart</li> <li>• Change the chart type</li> <li>• Change the chart style of a chart</li> <li>• Add a legend to a chart</li> </ul>	.75
<b>4.7 Housing Expenses</b> <i>Importing a Chart</i>	<ul style="list-style-type: none"> <li>• Import a chart</li> <li>• Edit and update an embedded chart</li> </ul>	.75 - 1
<b>Unit 4 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	

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<b>Part 5: Using Design Themes and Templates</b>		
<b>5.1 Knock Knock Jokes</b> <i>Using Templates</i>	<ul style="list-style-type: none"> <li>• Create a presentation based on a template</li> <li>• Modify slide order</li> </ul>	.5 - .75
<b>5.2 Soft Drink Trivia</b> <i>Enhancing a Design Theme</i>	<ul style="list-style-type: none"> <li>• Apply a design theme</li> <li>• Apply variants to a design theme</li> </ul>	.5 - .75
<b>5.3 A Moment in History</b> <i>Formatting Slide Backgrounds</i>	<ul style="list-style-type: none"> <li>• Modify individual slide backgrounds</li> <li>• Proof a presentation</li> <li>• Insert Zoom Slides</li> </ul>	.5 - .75
<b>5.4 Elements of Good Presentations</b> <i>Combining Presentations</i>	<ul style="list-style-type: none"> <li>• Compare two presentations</li> <li>• Insert slides from another presentation</li> </ul>	.75 - 1
<b>5.5 Meditation Benefits</b> <i>Formatting the Slide Master</i>	<ul style="list-style-type: none"> <li>• Modify Slide Master content</li> <li>• Change the Slide Master theme or background</li> <li>• Modify a slide layout</li> <li>• Create a slide layout</li> <li>• Modify the Handout Master</li> </ul>	1
<b>Unit 5 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	
<b>Part 6: Working with Presentation Views</b>		
<b>6.1 Personal Budget Vocabulary 2</b> <i>Working with Presentation Views</i>	<ul style="list-style-type: none"> <li>• Change views of a presentation</li> <li>• Modify slide order</li> <li>• Add notes to slides</li> <li>• Print all or part of a presentation</li> <li>• Print notes pages</li> <li>• Print in color, grayscale, or black and white</li> </ul>	.75
<b>6.2 Open House Agenda</b> <i>Using Rehearse Timings</i>	<ul style="list-style-type: none"> <li>• Make your own design decisions</li> <li>• Rehearse slide show timing</li> <li>• Configure slide show options</li> <li>• Create custom slide shows</li> </ul>	.75
<b>6.3 Practicing a Speech</b> <i>Using Presenter View</i>	<ul style="list-style-type: none"> <li>• Configure slide show options</li> <li>• Present a slide show by using Presenter View</li> </ul>	.75
<b>6.4 File Management</b> <i>Importing Word Outlines</i>	<ul style="list-style-type: none"> <li>• Import Word document outlines</li> <li>• Modify the Notes Master</li> <li>• Change slide size</li> <li>• Hide and unhide slides</li> </ul>	.75
<b>Unit 6 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	

Lesson	Skills (• Foundational Skills / • Certified Skills)	Approximate Completion Time (In Hours)
<b>Part 7: Sharing and Working Collaboratively</b>		
<b>7.1 Netflix</b> <i>Managing Shared Files</i>	<ul style="list-style-type: none"> <li>• Assign collaboration permission</li> <li>• Copy and move shared files</li> </ul>	.75
<b>7.2 Toy Trends</b> <i>Managing Revisions</i>	<ul style="list-style-type: none"> <li>• Edit presentations with PowerPoint Online</li> <li>• Review version history</li> </ul>	.75
<b>7.3 High Tech Wearables</b> <i>Using Comments While Collaborating</i>	<ul style="list-style-type: none"> <li>• Collaborate simultaneously</li> <li>• Insert comments</li> <li>• Review comments</li> </ul>	.75
<b>7.4 Go Team</b> <i>Working with Sections</i>	<ul style="list-style-type: none"> <li>• Create sections</li> <li>• Rename sections</li> <li>• Modify slide order</li> <li>• Review comments</li> </ul>	.75
<b>Unit 7 Skills Mastery</b>	<i>Skills Mastery Quizzes and Tests should be given upon completion of this unit.</i>	

**Total Completion Time: 30 - 34 hrs**