

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Introduction to Presentation Graphics (using PowerPoint 2007)



Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

CIS 119PP – 1 Credit Hour

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
Manipulate the PowerPoint environment including:		
Locating, opening, maximizing, minimizing, and closing PowerPoint on a Windows desktop		
Displaying and using buttons, views, tabs, panes, ribbons, groups, and menus		
Creating, naming, renaming, locating, saving and deleting PowerPoint files		
Create presentations using design and content templates		
Save presentations as a web page		
Use PowerPoints views and panes		
Create a textual presentation including:		
Start a blank presentation		
Create a title slide		
Create speaker notes		
Insert new slides with various layouts		
Format text on slides		
Create multi-level bulleted lists		
Insert hyperlinks		
Edit slides including:		
Apply layouts		
Customize, format, and edit placeholders (content)		
Change slide order		
Modify backgrounds		
Add footer text		

Task	Satisfactory	Unsatisfactory
Change designs including:		
Apply alternative design templates		
Apply multiple design templates		
Edit a design template		
Run and setup a slide show including:		
Run slide shows		
Navigate slide shows		
Set and rehearse timings		
Use the Set Up Show dialog box (including self-running presentations)		
Working with images including:		
Insert and format clip art and WordArt		
Insert and format pictures		
Insert and format graphs		
Insert shapes on the draw layer		
Order and group objects		
Insert text outside placeholders		
Insert and manipulate various business diagrams (SmartArt Graphics)		
Insert tables including:		
Create a table structure		
Navigate and enter data		
Format table cells		
Add multimedia including:		
Apply custom animation to objects		
Add transitions		
Insert sound clips or independent sound or video files		
Customize presentations including:		
Change themes and customize theme colors, fonts, and effects		
Edit slide masters		
Prepare supplements for printing:		
Print handouts, notes pages, and slides		
Set printing options including orientation and gray scale		
Integrate PowerPoint with Office 2007		
Import text from Word		
Link a Word table to a PowerPoint slide		

Task	Satisfactory	Unsatisfactory
Export a presentation as an outline		
Embed an Excel chart on a PowerPoint slide		
Edit shared objects		
Saving as a PowerPoint Show		

Instructor's Signature _____ **Date** _____