

MICROSOFT OFFICE POWERPOINT CORE ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

Upon completion of appropriate high school courses or equivalent to the following competencies:

- **Managing the PowerPoint Environment**
 - Adjust Views
 - Manipulate the PowerPoint window
 - Configure the Quick-Access Toolbar (CAT)
 - Configure PowerPoint file options
- Collaborating on a Presentation**
 - Manage comments in a presentation
 - Apply proofing tools
- Creating a Slide Presentation**
 - Construct and edit a photo album
 - Apply slide size and orientation settings
 - Add and remove slides
 - Format slides
 - Enter and format text
 - Format a text box
- Preparing a Presentation for Delivery**
 - Save a presentation
 - Share a presentation
 - Print a presentation
 - Protect a presentation
- Working with Graphical and Multimedia Elements**
 - Manipulate graphical elements
 - Manipulate images
 - Modify WordArt and shapes
 - Manipulate SmartArt
 - Edit video and audio content
- Delivering a Presentation**
 - Apply presentation tools
 - Set up a slide show
 - Set presentation timing
 - Record a presentation
- Creating Charts and Tables**
 - Construct and modify a table
 - Insert and modify a chart
 - Apply chart elements
 - Manipulate chart layouts
 - Manipulate chart elements
- Applying Transitions and Animations**
 - Apply built-in and custom animations
 - Apply effect and path options
 - Manipulate an animation
 - Apply and modify transitions between slides

A student earning a “C” grade or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Bates Technical College	AOA 204	3
Clover Park Technical College	CAS 141	3
Pierce College	BTECA 130, 131, 132	3

Full Content Revision: 6/2014

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