

# COMPUTER OPERATIONS/4: PRESENTATIONS (90 Hours)

Course No.: 75-45-60

## COMPETENCY CHECKLIST

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_ School Site \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Certificate Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

(Signatures verify completion of course competencies)

### A. INTRODUCTION AND SAFETY (2 hrs)

- \_\_\_\_\_ 1. Review scope and purpose of course
- \_\_\_\_\_ 2. Review classroom policies and procedures
- \_\_\_\_\_ 3. Review importance of prioritizing work
- \_\_\_\_\_ 4. Review first aid/emergency procedures
- \_\_\_\_\_ 5. Occupations available in industry sector
- \_\_\_\_\_ 6. OSHA laws governing computer operators
- \_\_\_\_\_ 7. Copyright laws pertaining to computers
- \_\_\_\_\_ 8. Review definition of ergonomics
- \_\_\_\_\_ 9. Ergonomic practices in one's workplace
- \_\_\_\_\_ 10. Causes of/preventing repetitive strains
- \_\_\_\_\_ 11. Demo correct typing techniques & posture
- \_\_\_\_\_ 12. Demo proper keyboard and monitor angle
- \_\_\_\_\_ 13. Benefits of periodic breaks to stretch/relax
- \_\_\_\_\_ 14. Demo variety of stretches
- \_\_\_\_\_ 15. Demo proper way to hold/use mouse
- \_\_\_\_\_ 16. Keyboard equivalent commands vs mouse
- \_\_\_\_\_ 17. Safety test

### B. PRESENTATION GRAPHICS (5 hrs)

- \_\_\_\_\_ 1. Electronic presentation vs overheads
- \_\_\_\_\_ 2. Identify latest presentation software
- \_\_\_\_\_ 3. Potential use for presentation graphics
- \_\_\_\_\_ 4. Pros/cons of presentation software
- \_\_\_\_\_ 5. Research presentation graphics from field

### C. POWERPOINT SCREEN (4 hrs)

- \_\_\_\_\_ 1. Identify parts of PowerPoint screen
- \_\_\_\_\_ 2. Features/functions of layouts/options
- \_\_\_\_\_ 3. Reasons for using design templates
- \_\_\_\_\_ 4. Design templates for listed purposes

### D. EXISTING PRESENTATION (10 hrs)

- \_\_\_\_\_ 1. Describe/demo using existing presentation
- \_\_\_\_\_ 2. Demo listed editing techniques
- \_\_\_\_\_ 3. Research/edit existing presentations

### E. DESIGNING A NEW PRESENTATION (20 hrs)

- \_\_\_\_\_ 1. Define/discuss basic principles of design
- \_\_\_\_\_ 2. Demo listed design techniques
- \_\_\_\_\_ 3. Research and design listed new presentations

### F. FILLING IN TEXT BOXES (15 hrs)

- \_\_\_\_\_ 1. Describe/demo listed text box techniques
- \_\_\_\_\_ 2. Demo techniques to center text in slide
- \_\_\_\_\_ 3. Demo techniques to change spacing of lines
- \_\_\_\_\_ 4. Research/fill boxes for listed presentations

### G. INSERTING AND FORMATTING OBJECTS (15 hrs)

- \_\_\_\_\_ 1. Use AutoShapes on toolbar to insert object
- \_\_\_\_\_ 2. Insert arrow as directed
- \_\_\_\_\_ 3. Choose Block Arrows option
- \_\_\_\_\_ 4. Choose Curved Right Arrow
- \_\_\_\_\_ 5. Place crosshairs cursor at beginning of arrow
- \_\_\_\_\_ 6. Click/drag pointer to desired end of arrow
- \_\_\_\_\_ 7. Click on Fill color button to change arrow color
- \_\_\_\_\_ 8. Select fill effects and add shading to arrow
- \_\_\_\_\_ 9. Experiment with other listed shapes
- \_\_\_\_\_ 10. Presentations w/embedded/formatted objects

### H. ADDING SPEAKER'S NOTES (10 hrs)

- \_\_\_\_\_ 1. Demo techniques for adding private notes
- \_\_\_\_\_ 2. Add speaker's notes to listed presentations

### I. PRINTING SLIDES (5 hrs)

- \_\_\_\_\_ 1. Demo listed techniques for printing slides
- \_\_\_\_\_ 2. Repeat procedures for listed slides

### J. PRESENTATION TIPS (5 hrs)

- \_\_\_\_\_ 1. Importance of listed tips/techniques
- \_\_\_\_\_ 2. Demo listed presentation tips/techniques

### K. EMPLOYABILITY SKILLS REVIEW (2 hrs)

- \_\_\_\_\_ 1. Employer requirements in employee
- \_\_\_\_\_ 2. Update list of potential employers
- \_\_\_\_\_ 3. Finalize a resume
- \_\_\_\_\_ 4. Importance of legible, accurate application
- \_\_\_\_\_ 5. Complete sample job application correctly
- \_\_\_\_\_ 6. Enthusiasm in interview and on job
- \_\_\_\_\_ 7. Appropriate appearance in interview/job
- \_\_\_\_\_ 8. Continuous upgrading of job skills
- \_\_\_\_\_ 9. Customer service as way to build business