

ACC 189.68
Internet Presentation Tools Proficiency Exam Topics

The following topics will be covered on the proficiency exam. ISU Students who wish to continue past 24 hours of College of Business coursework must meet the Standards for Progress in the Major including Microsoft Competency. Students can choose one of three options for completing Microsoft Competency:

1. Earn a C or better in ITK 150
2. Earn "CR" in ACC 167 and ACC 168 (5 week long courses, 1 hour each, credit/no credit grade, hours don't count toward graduation).
3. Pass proficiency exams ACC 189.67 (excel) and ACC 189.68 (PowerPoint/Front Page)

168 - Internet Presentation Tools Proficiency Exam Topics

Expression Web

Creating and modifying sites in Expression Web
Creating and modifying pages in a Expression Web site
Open an existing Web page
Modify and save changes to the Web page
General concepts in Web site construction
Planning a site
Evaluating an audience's needs
Site structure
Site map
Factors influencing Web page access time

Dynamic Web Templates and their uses within Expression Web
Views within Expression Web and their uses (Design/Split/Code)
Text Manipulation within a page

Images

Adding Images
Moving Images
Aligning Images
Adding Borders, Margins, or Padding
Editing Images
Setting Transparency

Hyperlinks

Adding, changing, and removing links
Creating e-mail links
Adding ScreenTips
Bookmarks
Image Hotspots

CSS – Brief Understanding of the purpose of CSS – what it does, how to apply a CSS

Interactive Behaviors

Interactive Buttons
Popup Windows
Checking the Browser Version, and checking for compatibility

Tables

Creating Tables
Adding Table Text and Images
Adding Captions and elements
Adding Cells, rows and columns
table manipulation

Forms

Creating forms
Adding Form Fields
Adding a text area
Adding Group boxes
Adding Check Boxes and Radio Buttons
Saving Form Results

POWERPOINT

Use PowerPoint software features to build a presentation
Be able to perform a minimum of the tasks below

Creating a presentation

Delete slides
Create a specified type of slide
Navigate among different views
Know characteristics of each view

Modifying a presentation

Change the order of slides using Slide Sorter view
Change the layout for one or more slides
Apply a design template

Working with text

Change the text alignment
Promote and Demote text in slide & outline panes

Working with visual elements

Add a picture from the ClipArt Gallery
Add shapes using WordArt or the Drawing Toolbar
Scale and size an object when including images or ClipArt

Customizing a presentation

Add speaker notes
Add slide transitions
Add slide builds
Animate text and objects

Creating output

Print slides in a variety of formats

Print audience handouts
Print speaker notes

Appropriate use of Powerpoint

Effective presentation techniques
Good and bad design of a presentation