

Unit 1: Presentation Design (Multimedia)

Name: _____

Learning Objectives			
Multimedia and Presentation Tools			✓
1	Launch a multimedia or presentation application	1	
2	Open and close a file	2	
3	Save and name a file	3	
4	Insert text	4	
5	Delete text	5	
6	Select text to format, cut, copy, and paste	6	
7	Format font style, size, color, or other format	7	
8	Format a text box	8	
9	Use the Undo feature	9	
10	Insert a new slide	10	
11	Select a background or Slide Design	11	
12	Select a Slide Layout	12	
13	View a slide	13	
14	View a presentation	14	
15	Insert transitions	15	
16	Insert transition sounds (if applicable)	16	
17	Insert transition timing (if applicable)	17	
18	Know how to animate an object	18	
19	Automate transitions and animation	19	
20	Rehearse slide show timing if applicable	20	
21	Organize presentation sequence to present an idea	21	
22	Use tools such as dictionary, spelling and grammar, thesaurus	22	
23	Select a Print Layout	23	
24	Print Preview and Print a file	24	
Keyboarding			✓
25	Identify the location of the alphabet on the keyboard	25	
26	Identify the location of the numbers on the keyboard	26	
27	Identify Home Row keys	27	
28	Identify the Space Bar, Shift, Backspace, and Enter keys	28	
29	Identify and practice proper finger placement with all keys	29	
30	Know the importance of accuracy and speed	30	
31	Meets personal Words Per Minute goal with 90 percent accuracy	31	
32	Use Keyboarding program to develop keyboarding skills	32	
Graphics			✓
33	Insert a graphic or shape	33	
34	Delete a graphic or object	34	
35	Duplicate a graphic or object	35	
36	Use object tools to format size of graphic or object	36	
37	Position a graphic or object	37	
38	Flip and rotate a graphic or object	38	
39	Fill an object with a color	39	
40	Insert and format WordArt	40	
41	Apply basic design principles	41	
Basic Computer Operations			✓
42	Turn on and off the computer and peripherals	42	
43	Identify the major components of a computer	43	
44	Explain proper use of the computer	44	
45	Explain input/output devices	45	

46	Describe the inside parts of a computer	46	
47	Use proper terminology for operating system tools	47	
48	Explain the major technology areas and their functions	48	
49	Launch, quit, and close programs and applications	49	
50	Use a scroll bar	50	
51	Recognize and use desktop/toolbar icons	51	
52	Know the difference between Save and Save As	52	
53	Minimize, size, and restore a window	53	
54	Switch between open documents or applications	54	
55	Use a mouse or trackpad	55	
56	Use the print dialog box to adjust printer settings	56	
57	Suggest several ways to accomplish a task	57	
58	Select the appropriate application to accomplish a task	58	
59	Use prior knowledge to troubleshoot and to utilize new technology skills	59	
60	Use login credentials to access accounts (If applicable)	60	
	File Management		✓
61	Create a New Folder (If applicable)	61	
62	Name files or folders appropriate names and understand where they are being saved	62	
63	Know how to rename a file or folder	63	
64	Navigate and organize the folder directory	64	
65	Open a file from a directory	65	
	Internet		✓
66	Explain the various ways to access a website	66	
67	Launch an Internet browser	67	
68	Identify the omnibox or location bar of a web browser	68	
69	Use refresh, forward, back buttons to navigate a web browser	69	
70	Bookmark a website that is used frequently and understand the reasoning why websites are bookmarked	70	
71	Use tab browsing to navigate multiple pages	71	
72	Use an age-appropriate search engine to conduct online research	72	
73	Evaluate content of a web page for credibility and relevance	73	
74	Use advance search techniques	74	
75	Copy or save a graphic from the Internet	75	
76	Summarize information learned from online resources into your own words	76	
77	Understand Fair Use guidelines and give appropriate credit when needed	77	
78	Reference a website and other digital resources	78	
	Digital Citizenship		✓
79	Describe proper Internet etiquette	79	
80	Practice safe Internet searches	80	
81	Know digital content is permanent	81	
82	Know how to build a positive digital footprint	82	
83	Know the importance of not sharing personal information online	83	
84	Adhere to all acceptable use policies	84	
85	Protect accounts by logging out of shared equipment	85	
86	Keep passwords confidential	86	
87	Identify cyberbullying and describe how to deal with a situation appropriately	87	
88	Know the potential risks and dangers with various forms of online communication	88	
89	Understand safe email practices and etiquette	89	