WEB 3090 Digital Presentations

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Welcome to WEB 3090 Digital Presentations. In this course, you will develop skills in designing, creating, modifying, and distributing computer slide presentations using the Microsoft Office 365 Program. This class is a continuation of the WEB 1700/1702 course in which you learned the basic PowerPoint features. At the end of this course, you will extend your knowledge of PowerPoint and will be able to create slides that follow good design principles. More specifically, you will perform the following operations:

1. insert text in a placeholder and format text effectively
2. make adjustments to images (i.e., recolor; sharpen; change brightness, contrast, color tone, saturation, and resize/crop images avoiding distortion
3. insert a video or audio clip, trim the clip, format the clip shape, and set playback options
4. create and format information graphics such as tables, charts, and SmartArt diagrams
5. add interactive elements to your presentation (i.e., hyperlinks, action buttons);
6. setup slide, note, and handout masters
7. create different types of presentations that are speaker-led, browsed by an individual, and viewed at a kiosk
8. set different types of animation effects (i.e., entrance, exit, emphasis, and motion paths) and transitions for slides
9. set timings for the slide animations and transitions, as well as, set slide show settings
10. work with PowerPoint file options to compress, protect, and inspect a presentation
11. use PowerPoint collaboration tools to work with others on a project and to provide feedback
12. save a presentation to different formats (i.e., video, pdf, Word handout, or image)
13. package a presentation to a folder when giving a presentation on a different computer
14. apply design principles to develop an attractive and professional looking presentation

Assignments:

You will complete several assignments and projects that will show your knowledge of the PowerPoint software and proper design principles.

The due dates for assignments and projects will be posted in Canvas each week. Late work can be turned in up to one week late from the original due date and will be docked a late penalty of 20%. Note that a zero on any of the assignments is likely to bring your grade down significantly, so make sure to pay close attention to the due dates.

Due to the nature of these assignments and the many details of good design, grading can take some time. Please allow up to two weeks after the due date for your instructor to grade and return feedback on your assignments and projects.

Supplies:

Software: The software needed for this course is Microsoft Office 365. You will have access to this software through the required subscription mentioned below.

Textbooks:

1) Cirrus Benchmark Powerpoint 365/2019 digital - ebook, 6 month access

To purchase the subscription visit https://store.paradigmeducation.com/web3090.html

e-book price: $60

2) Presentation Zen Design: Simple Design Principles and Techniques to Enhance Your Presentations

2nd Edition, December 2013

Author: Garr Reynolds

ISBN: 978-0321934154 (paperback, $25)

ISBN: 978-0133440980 (kindle version, $20)

Storage Media: Your assignments and projects will be uploaded to the Canvas assignment window. However, you will want to save a copy of your assignments and projects just in case problems occur with Canvas.

Grading:

The following grading scale will be used for final grades:

A (100-95)   A (94-90)   B+ (89-87)   B (86-83)   B - (82-80)   C+ (79-77)

C (76-73)   C - (72-70)   D+ (69-67)   D (66-63)   D - (62-60)   E (59-0)

An incomplete grade (I) will be given sparingly--only in extreme cases such as a student becomes ill for a lengthy period of time. The grade of UW (unofficial withdrawal) will be given to students who stay enrolled in the class but do not complete the assignments or projects. With a UW, the class is listed on your transcript as zero credit hours earned. This will greatly impact your calculated grade point average for that semester. However, you have the opportunity to complete the course the following semester to substitute the UW with the grade earned. Otherwise, all students will be assigned a grade according to total points earned.

Policies:

Cheating/Plagiarism: Cheating on assignments and projects will not be tolerated. All work must be your own work. Anyone cheating will be assigned a failing grade for that assignment or project. If a student cheats on a second assignment or project, he/she will fail the course.

Accommodations for Students with Disabilities: Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD). The phone numbers for the disabilities office are: Voice: 801.626.6413 and TDD: 801.626.7283.

Contacting the Instructor: The best way to reach me is through the Canvas e-mail system. To send an email, click on the Inbox icon on the left panel of the screen once you are logged into the course. Please allow up to 48 hours for me to respond to your email during the week. However, if you send an email Friday - Sunday, it may not be until Monday before I reply.

I do not have an office at the main campus so if you are needing to speak to me about any problems you are having, you may set up a chat time online.

Getting Started:

Using the Google Chrome web browser, log into your Web 3090 course on Canvas. Click on the first assignment *PowerPoint Chp 1 Exercise 1.* You will be prompted to type in your access code, which you should have purchased using the website mentioned above. This access code will give you access to the eBook for the next 6 months. Once you have access to the eBook, click on the assignment again. It should open the eBook to the assignment, there will be a validation link. Click on it, this will verify that you are a Weber State student and give you access to Office 365.

Once you have done these two things, you will not need to them again and you will have access to all the assignments and projects. Cirrus is the platform that merges the eBook and Office 365 program together. Google Chrome is the best web browser to use for the Cirrus platform. Should you have any technical difficulty during the semester with this platform click on the Help button. This will give you 24/7 access to technical support where you can call, online chat, or email any questions you may have.