

WEB 3090 Digital Presentations

Instructor: Christy Keel

Welcome to the WEB 3090 Digital Presentations Online Course. This is an online class that will enhance your presentations through technical features and design principles. Assignments for this course can be completed on or off campus.

Outcomes:

In this class you will develop skills in designing, creating, modifying, and distributing computer slide presentations using the Microsoft PowerPoint 2016/2019 Program or Office 365 Program. This class is a continuation of the WEB 1700/1702 class 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 or text box and format the text effectively
2. make adjustments to images (i.e., recolor; sharpen; change brightness, contrast, color tone, and 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 like hyperlinks and action buttons
6. work more efficiently by setting up 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 (e.g., entrance, exit, emphasis, and motion paths) and transitions for slides
9. set timings for the slide animations and transitions, and decide on slide show settings;
10. proofread a presentation, spell check, find and replace text, and find and insert synonyms
11. work with PowerPoint file options to compress, protect, and inspect a presentation
12. use PowerPoint collaboration tools to work together on a project or to provide feedback
13. save a presentation to different formats (i.e., video, pdf, Word handout, or image);
14. package a presentation to a folder
15. apply design principles to develop an attractive and professional looking presentation

Assignments:

You will complete several assignments from the Microsoft PowerPoint book, as well as, projects from the Presentation Zen Design book.

Due dates for each assignment will be available when the material is posted to 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 pts. After one week of the due date, a zero will be given, so make sure to pay close attention to the deadlines. 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.

Supplies:

Software: The the software needed for this course in order to complete the assignments completely is Microsoft PowerPoint 2016, 2019, or Office 365. The textbook's instructions are PC based. However, a Mac computer may be used for this course if it has Office 365 but be aware that there are a few features that require different steps for a Mac, and some features are not available at all.

Textbooks: The following two books are required for this course.

1) Benchmark Series: Microsoft PowerPoint 2016 - ebook, 1-year access (code via email)

Author: Nita Rutkosky, Audrey Roggenkamp, and Ian Rutkosky

ISBN: 978-0-76386-973-1

e-book price: \$80

Go to the following website to purchase your access code: <https://store.paradigmeducation.com/> (Links to an external site.)

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

2nd Edition, December 2013

Author: Garr Reynolds

ISBN: 978-0321934154 (paperback, \$27)

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

This can be purchased on Amazon.com

Exercise Files: The exercise files for the eight chapters in the Benchmark Series: Microsoft PowerPoint 2016 textbook are included as two zipped files in the Chs 3-4 Assignment window on Canvas. Download these files to your computer. Any time the Microsoft PowerPoint book instructs you to open a file, this is where you will go to access them.

Storage Media: Your assignments will be uploaded to the Canvas assignment windows. You will want to save a copy of your assignments just in case problems occur with Canvas.

Grading:

Canvas rubrics are included with each assignment and project to provide grading guidelines. Pay close attention to these guidelines in order to receive full points. Assignments are weighed as 45% of your grade, and projects are 55%.

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

Incomplete (I) grades 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 any of the assignments or tests. With a UW, the class is listed on your transcript with 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 on the class grade sheet will be assigned a grade according to total points earned.

Policies:

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

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 48 hours for me to respond to your email during the week. However, if you send me 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.

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.