

**ACC 189.68**  
**Internet Presentation Tools Proficiency Exam Topics**

The following topics will be covered on the proficiency exam. College of Business majors who wish to continue past 27 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).
3. Pass proficiency exams ACC 189.67 (excel) and ACC 189.68 (PowerPoint/WordPress)

**168 - Internet Presentation Tools Proficiency Exam Topics**

**WORDPRESS**

Creating and modifying sites in WordPress  
Creating and modifying pages in a WordPress Web site  
Editing theme CSS  
Creating/editing hyperlinks  
General concepts in Web site construction  
Planning a site  
Evaluating an audience's needs  
Site structure  
Site map  
Factors influencing Web page access time  
Views within WordPress and their uses (Design/Split/Code)  
Text Manipulation within a page  
Understanding navigation and creating menus  
Understanding the difference / purposes of pages vs posts  
Utilizing media appropriately through the web

**Images**

Adding Images  
Moving Images  
Aligning Images  
Adding Borders, Margins, or Padding  
Editing Images  
Understanding the uses of alternate text, titles, captions, etc.

**Hyperlinks**

Adding, changing, and removing links  
Creating e-mail links

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

**Tables**

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

## **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