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