

PowerPoint 2019 Pacing Guide

8 Week Course



[illegible]

Practice 3.1: Using WordArt	
Quiz 3.1: Using WordArt	
Topic 3B: Inserting Links	
Practice 3.2: Insert a Link	
Quiz 3.2: Insert a Link	
Topic 3C: Working with Images	Session 10=90 min
Practice 3.3: Insert and Edit an Image	
Quiz 3.3: Insert and Edit an Image	
Topic 3D: Shapes	
Practice 3.4: Shapes	
Quiz 3.4: Shapes	
Project Chapter 3: Format Text, Shapes and Images	Session 11=45 min
Estimated Time to Complete Chapter	3 Sessions/180 min = 3 hours

Chapter 4: Insert Tables, Charts, SmartArt, 3D Models and Media

Topic 4A: Tables	Session 12=90 min
Practice 4.1: Insert and Modify a Table	
Quiz 4.1: Insert and Modify a Table	
Topic 4B: Charts	
Practice 4.2: Insert and Modify a Chart	
Quiz 4.2 B: Insert and Modify a Chart	
Topic 4C: SmartArt	Session 13=90 min
Practice 4.3: Using SmartArt	
Quiz 4.3: Using SmartArt	
Topic 4D: 3D Models	
Practice 4.4: Insert and Modify a 3D Model	
Quiz 4.4: Insert and Modify a 3D Model	
Topic 4E: Video and Audio	Session 14=90 min
Practice 4.5: Insert a Video	
Quiz 4.5: Insert a Video	
Practice 4.6: Edit an Audio File	
Quiz 4.6: Edit an Audio File	
Project Chapter 4: Insert Tables, Charts, SmartArt, 3D Models and Media	Session 15=45 min
Estimated Time to Complete Chapter	4 Sessions/315 min = 5.25 hours

Chapter 5: Apply Transitions and Animations

Topic 5A: Transitions	Session 16=90 min
Practice 5.1: Apply Automatic Transitions	
Quiz 5.1: Apply Automatic Transitions	
Topic 5B: Animations	
Practice 5.2: Apply Animation	
Quiz 5.2: Apply Animation	
Topic 5C: Motion Paths	Session 17=45 min
Practice 5.3: Animation Motion Paths	
Quiz 5.3: Animation Motion Paths	
Project Chapter 5: Apply Transitions and Animations	Session 18=45 min
Estimated Time to Complete Chapter	3 Sessions/180 min = 3 hours
Estimated Time to Complete Course	19 Session/1,215 hours = 20.25 hours