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SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

**COURSE TITLE!** HARVARD GRAPHICS FOR WINDOWS VER. 2

**ICODE NO. :** ISA-106 **SEMESTER;**

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**PROGRAM:** INTERMEDIATE SOFTWARE APPLICATIONS

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**PREVIOUS OUTLINE  
DATED:**

New: Revisions

APPROVED: DEAN, SCHOOL OF BUSINESS &  
HOSPITALITY

DATE

HARVARD GRAPHICS FOR WINDOWS VER. 2

ISA-106

**COURSE NAME**

**COURSE CODE**

PREREQUISITE(S): NONE

I. PHILOSOPHY/GOALS;

This course is designed to teach the student to utilize the main features contained within Harvard Graphics for Windows Version 2.

The student is expected to develop a range of skills in the utilization of Harvard Graphics features. The student is presented with detailed written explanations which focus on a specific portion of the Harvard Graphics environment. These written explanations include comprehensive, hands-on tutorials which reinforce the concepts using realistic case studies. The course instructor will provide explanation of technical content as well as assist with any questions which may arise.

A number of additional assignments and case problems will be provided by the instructor. The student will be required to complete a selection of this material.

This course is intended to be covered at a pace that is suited to and controlled by the individual learner. The amount of time needed to complete the identified learning outcomes will vary.

II. IDENTIFIED LEARNING OUTCOMES;

In this course the student will achieve the outcomes identified below:

(1) Creating a Presentation

Learn how to...

- . create a simple presentation
- . create a title chart and a pie chart
- . save a presentation
- . open an existing presentation
- . add slides to a presentation
- . create text charts
- . enter data into charts

Creating a Presentation con't.

- . pick styles for charts
  - . create organization charts
  - . modify organization charts
  - . create and edit XY charts
  - . organize data forms
  - . use legend, grid and frame
  - . create and enhance pie charts
  - . enter data into the pie chart data form
  - . create and link multiple pie charts
  - . work with text on a slide
  - . add text annotations to a slide with the Text tool
  - . select text with the Selection and Text tools
  - . change text attributes
  - (2) Enhancing a Presentation
  - . modify/improve charts to make them effective
- Learn how to...

- . edit a presentation
- . use the Icon Editor
- . change the view
- . create a presentation by using the Outliner
- . add and move topics within a presentation
- . edit topics of a presentation in the Outliner
- . create graphic objects on a slide
- . add multiple charts to a slide
- . edit data on a chart
- . select objects for making changes
- . move, resize, rotate and manipulate graphic objects
- . make changes to graphic object attributes
- . print a presentation
- . create handouts
- . create speaker notes

(3) Using Advanced Techniques

Learn how to...

- . import data and graphics
- . export data and graphics
- . link together multiple documents using DDE and OLE
- . create and edit presentation backgrounds
- . work with templates and colour palettes
- . create and use a presentation style
- . create a ScreenShow with transition effects
- . create a HyperShow with keys and buttons
- . add Clip Art symbols to slides
- . create custom libraries of symbols

III. LEARNING ACTIVITIES

ASSIGNMENTS - assignments, tutorials and practice cases will be assigned throughout the course

TESTS - Test 1 - approximately 50% of the learning outcomes identified  
- Test 2 - remaining 50% of the learning outcomes identified

IV. METHOD OF EVALUATION

A comprehensive bank of essay, true/false, multiple choice and fill-in-the-blanks questions are available to measure the achievement of learning outcomes in each course module. In addition, hands-on cases will be used to allow students to demonstrate skills in using Harvard Graphics features.

Final Grade

Grading will consist of a grade of S (Satisfactory)  
U (Unsatisfactory)

Evaluation

Assignments and tests as described previously. Successful completion is defined as achievement of an average score of 60% or better on assignments and tests.