

Course Outline | PowerPoint Introduction

1 day(s)

PowerPoint is Microsoft's powerful and easy-to-use presentation program. This version of PowerPoint incorporates some new features in an effort to make collaboration and production as easy as possible. This course is intended to help all novice computer users get up to speed with PowerPoint quickly. We will cover different features of the interface; show users how to create, save, and present a basic presentation; cover the basics of formatting; and discuss how to add multimedia to a presentation.

Course Outline

Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use Help

Developing a PowerPoint Presentation

- Select a Presentation Type
- Build a Presentation
- Lay Out a Presentation
- Edit Text
- View and Navigate a Presentation

Performing Advanced Text Editing

- Format Characters
- Format Paragraphs
- Format Text Boxes

Adding Graphical Elements to Your Presentation

- Insert Images
- Insert Shapes
- Insert WordArt

Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

Adding Tables to Your Presentation

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

Adding Charts to Your Presentation

- Create a Chart
- Format a Chart
- Manipulate a Chart
- Insert a Chart from Microsoft Excel

Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions

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- Print Your Presentation
- Deliver Your Presentation