

Course Overview

In this 1-day course, you will learn how to create presentations using Microsoft PowerPoint. You will learn how to navigate through a presentation, create and edit bullet slides, use PowerPoint's drawing tools to add and edit graphics, and insert pictures and clipart into a presentation. You will also learn to create and enhance charts and insert charts created in Microsoft Excel. You will learn how to change the overall appearance of a presentation by using design templates and how to add and edit consistent elements in a presentation (bullet shapes, headers/footers, logos, etc.) using the slide masters. You will learn how to setup an electronic presentation with transitions and builds and learn about slide show options. Finally, you will learn how to setup and print presentations, audience handouts and speaker notes.

Courses in the Microsoft PowerPoint Series

PowerPoint Level 1
- 1 day -

PowerPoint Level 2
- 1 day -

PowerPoint Level 3
- 1 day -

Course Preparation

Prerequisite Course: *Microsoft Windows - Level 1* or equivalent experience. You should be familiar with the use of a standard PC keyboard and the basics of Windows, including using a mouse or trackball, pull down menus, opening and closing windows, minimizing and maximizing windows, and using scroll bars.

Course Topics

Getting Started with PowerPoint

- Opening an Existing Presentation
- Running a Slide Show
- Closing a Presentation

Creating a New Presentation

- Creating a Blank Presentation
- Adding Text to a Slide
- Adding a New Slide
- Applying a Presentation Template
- Creating a Slide in Outline View

Editing a Presentation

- Editing Slide Text
- Formatting Bulleted Lists
- Adding Text Boxes
- Controlling Text Alignment
- Copying and Moving Text
- Changing the Order of Slides
- Copying Slides
- Deleting Slides
- Spell Checking a Presentation

Working with PowerPoint Objects

- Drawing Toolbar Options and Objects
- Selecting, Moving and Resizing Objects
- Working with AutoShapes
- Flipping, Rotating, and Adjusting Perspective
- Changing Object Colors
- Inserting Text in Objects
- Word Wrapping Text in an Object
- Changing Text Color
- Changing the Order of Stacked Objects

- Aligning and Distributing Objects
- Grouping Objects

Working with Graphics

- Adding ClipArt to a Slide
- Adding Pictures to a Slide
- Controlling Automatic Layout
- Resizing a Picture
- Inserting, Formatting and Recoloring WordArt Text

Creating Charts and Graphs

- Entering Chart Data into the Datasheet
- Deleting, Excluding and Including Graph Data
- Formatting Numbers in a Datasheet
- Changing Chart Types
- Formatting Chart Elements
- Changing Chart Background Colors
- Importing Chart Data

Customizing a Presentation

- Displaying and Formatting the Slide and Title Masters
- Modifying the Slide Master Bullets and Title Master
- Adding Footers

Electronic Presentations

- Setting the Slide Order
- Adding Animated Slide Transitions
- Adding Timed Slide Transitions
- Creating Text Animation Builds
- Creating Object Animation

Printing Notes Pages, Handouts & Slides

- Printing Handouts, Notes, Outlines and Slides

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