

PowerPoint Introduction

Course Code

SSA8008

Duration

1 Day

Format

Classroom | Classroom/Virtual |
Virtual

Overview

PowerPoint is Microsoft's powerful and easy-to-use presentation program. This PowerPoint Introduction course covers different features of the interface; shows users how to create, save, and present a basic presentation; looks at the basics of formatting; and discusses how to add multimedia to a presentation.

Objectives

By the end of this course, users should be comfortable using PowerPoint to create a new presentation, to make a presentation look professional and presentable, and to save and present a slide show.

Content

Lesson 1: Getting Started with PowerPoint

- Identify the components of the PowerPoint Interface
- Create and save a PowerPoint Presentation
- Use the Help features

Lesson 2: Developing a PowerPoint Presentation

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

Lesson 3: Performing Advanced Text Editing

- Format Characters
- Format Paragraphs

Prerequisites

This course assumes that the user understands the basics of using a Windows-based computer. Users should be comfortable using the keyboard, mouse, and Start menu.

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- Format Text Boxes

Lesson 4: Adding Graphical Elements to your Presentation

- Insert Images
- Insert Shapes
- Insert WordArt

Lesson 5: Modifying Objects in your Presentation

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

Lesson 6: Adding Tables to your Presentation

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

Lesson 7: Adding Charts to your Presentation

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

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Lesson 8: Preparing to Deliver your Presentation

- Review your Presentation
- Apply Transitions
- Print your Presentation
- Deliver your Presentation