

# MICROSOFT POWERPOINT

## DURATION:

Approx. 1 Day (6 hours)

## OVERVIEW:

In this course you learn the vital skills needed to create, modify and run PowerPoint presentations.

## OUTLINE:

### LESSON 1: POWERPOINT BASICS

This lesson will acquaint you with the basics of the PowerPoint screen and presentations.

- The PowerPoint Screen and Views
- Navigate Through a Presentation
- Edit Slide Text
- Save a Presentation
- Run a Slide Show

### LESSON 2: BEGIN A PRESENTATION

This lesson focuses on getting started with a presentation.

- Create a New Presentation
- Change Slide Background Colour
- Add Slides
- Enter and Edit Text

### LESSON 3: FORMAT TEXT SLIDES

This lesson demonstrates how to effectively insert text on slides.

- Apply Character Formats and align text
- Change Line Spacing
- Apply and Change Indents
- Add and Format Tables in a Slide
- Insert a Table from Microsoft Word

### LESSON 4: CREATE CHARTS

This lesson shows how to create Charts to better display numbers on a slide. You also learn to create charts in PowerPoint from data you may already have with an Excel spreadsheet.

- Create a Chart in a Slide
- Edit Chart Data and Change Chart Type
- Insert a Chart from Microsoft Excel

*See the next page for additional topics...*

#### LESSON 5: MODIFY OBJECTS

This lesson focuses on how to create and modify objects on your slide.

- Resize Objects
- Copy, Move and Duplicate Objects
- Changing Object Orientation
- Format Objects
- Group and Ungroup Objects
- Change the Order of Objects

#### LESSON 6: ADD PHOTOS, MOVIES AND SOUND TO A PRESENTATION

This lesson shows how to insert and manipulate photos, movies, and sounds on slides.

- Add Clip Art and Photos
- Draw Lines and Shapes
- Insert Movies and Sounds

#### LESSON 7: PREPARE TO DELIVER A PRESENTATION

This lesson covers how to run an effective presentation and how to save your presentation so it can be viewed on a wide range of computers.

- Spell Check
- Rearrange Slides
- Add Transitions between Slides
- Create Speaker Notes
- Send a Presentation to Microsoft Word
- Print a Presentation
- Package your Presentation to take on the go