



Introduction to & Intermediate PowerPoint

Length: 2 Days

Format: Instructor-Led, Classroom

Prerequisites: An understanding of Windows. Ability to use a mouse.

Objectives

- Exploring PowerPoint
- Developing Basic Skills
- Working with Graphics
- Working with Tables
- Working with Charts
- Working with Slide Masters
- Working with Themes and Transitions
- Running a Slide Show

Course Outline

Exploring PowerPoint

- Exploring PowerPoint
- Using tabs, ribbons and groups
- Working with the Quick Access Toolbar
- Navigating a presentation
- Running a Slide Show
- Converting a Slide Show from an earlier version of PowerPoint

Developing Basic Skills

- Starting a new presentation
- Saving a presentation
- Closing a presentation
- Using the Outline and Slide views
- Adding and deleting slides Selecting a slide layout
- Changing a slide layout
- Adding text to a slide
- Editing text on a slide
- Making a copy of a slide

Working with Graphics

- Displaying the Rulers and Gridlines
- Turning on the Guides
- Adding an AutoShape to a presentation
- Adding text to an AutoShape
- Aligning, distributing, and rotating objects
- Ordering objects
- Grouping objects together
- Working with grouped objects
- Using Connector Lines
- Using the Crop tool
- Working with WordArt

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- Working with SmartArt
- Creating Special Shapes
- Adding a Customized Shape to the Ribbon

Working with Tables & Charts

- Aligning Data within Cells
- Inserting a Column
- Working with Table Styles
- Working with Table Style options
- Adding a Chart to a presentation
- Changing the Chart type
- Working with Chart layout
- Working with Chart objects
- Copying a Chart created in Excel into the presentation

Working with Master Slides

Working with Themes and Transitions

- Adding a Theme to a Slide show
- Adding Transitions to a Slide Show
- Applying a Transition Speed to a Slide Show
- Setting a Slide Show to run Automatically

What Comes Next

Advanced PowerPoint

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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