



PowerPoint Introduction

Course length: 1 day (6 hours)

Overview: This course will get you started using PowerPoint in a productive, hands-on manner. We'll start with creating and saving presentations, and move on to editing and formatting your slides.

Prerequisites: Working knowledge of Windows 7 and file management, as well as basic keyboarding skills.

Note: Students will be provided with a flash drive to save their files.

Class Fee: \$219

COURSE OUTLINE

Working in the PowerPoint Window

- Starting PowerPoint
- Selecting Tools and Commands
- Using Backstage View
- Working with PowerPoint's Help System
- Closing a Presentation

Working with an Existing Presentation

- Opening an Existing Presentation
- Viewing a Presentation in Different Ways
- Using Zoom
- Viewing Multiple Presentations at Once
- Moving Between Slides
- Working with Text
- Printing a Presentation
- Saving an Edited Presentation
- Exiting PowerPoint

Creating A New Blank Presentation

- Creating a Blank Presentation
- Changing a Slide's Layout
- Adding Text to a Blank Slide

Saving a Presentation

- Saving a New Presentation for the First Time
- Choosing a Different File Format
- Working with Save Options

Creating a Presentation from a Template

- Using a Template as the Basis for a Presentation
- Adding a New Slide to a Presentation
- Duplicating Selected Slides
- Rearranging the Slides in a Presentation
- Deleting a Slide

Creating a Presentation from Existing Content

- Using Content from Word
- Promoting or Demoting Outline Content
- Reusing Slides from Presentations and Libraries
- Pasting Content from Other Sources

Adding Notes to Your Slides

- Adding Notes in the Notes Pane
- Adding Notes in Notes Pages View

Printing a Presentation

- Using Print Preview and Changing the Print Layout
- Setting Print Options
- Previewing a Presentation on the Screen

Formatting Characters

- Choosing Fonts and Font Sizes
- Using AutoFit to Change Text Size
- Applying Font Styles and Effects
- Changing Font Color
- Copying Character Formats with the Format Painter

Formatting Paragraphs

- Aligning Paragraphs
- Setting Line Spacing
- Setting Indentation

Working with Lists

- Creating Numbered Lists
- Working with Bulleted Lists

Inserting and Formatting WordArt

- Inserting a WordArt Graphic
- Formatting a WordArt Graphic
- Changing the WordArt Outline Color
- Applying Special Effects to WordArt
- Formatting Text with WordArt Styles

Creating and Formatting Text Boxes

- Adding a Text Box to a Slide
- Resizing a Text Box
- Formatting a Text Box
- Applying Fill and Border Formatting to a Text Box
- Applying Special Fills to a Text Box
- Changing Text Box Shape and Applying Effects
- Changing the Default Formatting for New Text Boxes
- Working with Text in a Text Box

Using Proofing Tools

- Checking Spelling
- Using the Thesaurus