



Course Outline

PowerPoint - Basics

Versions 2007/2010/2013/2016



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Program Objectives: Students will learn the basic skills to begin creating effective presentations in Microsoft PowerPoint.

- ◆ Introduction to PowerPoint
- ◆ Starting PowerPoint
- ◆ PowerPoint Screen
- ◆ Screen Components
- ◆ Menu Bar
- ◆ Pull-Down Menu Conventions
- ◆ PowerPoint Toolbars
- ◆ Fixing the Menu Bar and the Toolbars
- ◆ PowerPoint Task Pane
- ◆ Creating a Slide
- ◆ Tips for Saving Documents
- ◆ Saving a Document
- ◆ Printing the File
- ◆ Opening a File
- ◆ Saving a File With a New Name
- ◆ Save Vs. Save As
- ◆ Status and Scroll Bars
- ◆ Views
 - Normal
 - Slide
 - Outline
- ◆ Correcting Errors
- ◆ Selecting Text to Change
- ◆ Moving Around PowerPoint Slides
- ◆ Undo Feature
- ◆ Creating a New File
- ◆ Slide Layout Task Pane
- ◆ Auto Content Wizard
- ◆ Switching to Other Opened Documents
- ◆ Closing a File
- ◆ Adding a Template to the Slides
- ◆ Help Feature
- ◆ Moving Text Boxes on the Slide
- ◆ Enhancing/Changing Text Appearance
- ◆ Formatting the Document
 - Bold
 - Underline
 - Italicize
 - Shadow
- ◆ Changing Fonts and Point Sizes
- ◆ Formatting the Document - Colors
- ◆ Font Dialog Box
- ◆ Changing Text Alignment
- ◆ Creating Additional Slides
- ◆ Copying Text
- ◆ Format Painter
- ◆ Creating a Bulleted Chart
- ◆ Changing Bullets
- ◆ Positioning Text Next to a Bullet
- ◆ Placing Text Within a Box
- ◆ Setting Line Spacing
- ◆ "Piggyback" Clipboard
- ◆ Moving Text
- ◆ Using Spell Checker
- ◆ Graphics
 - Resizing/Moving/Rotating
 - The Picture Toolbar
 - Deleting a Graphic
- ◆ Creating Charts
- ◆ Creating Organizational Chart
- ◆ Changing a Template
- ◆ Using the Slide Sorter
- ◆ Slide Show
 - Running Manually
 - Running Automatically
 - Additional Slide Show Options
 - Running the Slide Show
- ◆ Saving True Type Fonts
- ◆ Exiting PowerPoint

Course Prerequisite

Must have Windows and mouse proficiency; Word processing experience helpful