

# Microsoft PowerPoint Level 1

Course PPT-01      1 Day Instructor-led, Hands on

## Introduction

It's hard to imagine a day going by without people passing along large amounts of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft Office PowerPoint can help you do.

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint during this one-day, instructor-led course, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

## At Course Completion

Upon successful completion of this course, students will be able to:

- Create PowerPoint presentations
- PowerPoint is used for all kinds of tasks, including slide presentations, animations, charts and tables
- Create a PowerPoint presentation and save it with a name
- Make changes to the presentation and save it again by updating it
- Understand the difference between Save and Save As
- Enter text into a slide
- Add a new slide
- Edit information into a slide
- Duplicate, hide and delete a slide
- Learn about creating and formatting a background them, using different font types, sizes and colors for your text
- Replace fonts
- Format your character and paragraphs
- Understand a few of the table tools available in PowerPoint
- Create, format, apply effects and styles and editing a table

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- Create, edit and format a chart in PowerPoint
- Rearrange parts of the chart and add a table
- Learn how to dress up a presentation by inserting ClipArt and pictures from a file, textboxes, shapes, WordArt and formatting text, pictures and shapes
- Learn different printing options for presentations
- Learn about proofreading a presentation and setting up animations and transitions

## **Prerequisites**

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

## **Course Outline**

### **Module 1: An Overview of PowerPoint**

- Open PowerPoint
- Exploring the PowerPoint environment
- Working with the Quick Access toolbar
- Using the PowerPoint Tell Me Feature
- Open and navigate an existing presentation
- Viewing a presentation
- Using the Zoom Feature
- Minimize, Restore, Maximize and Close a Presentation

### **Module 2: Creating a Presentation**

- Creating a new presentation
- Save a presentation
- Enter text
- Add slides to your presentation
- Edit text in your slide
- Duplicate a slide
- Hide and delete a slide

### **Module 3: Formatting a Presentation**

- Create and format a background
- Creating a font type, size, and color for your text
- Applying character and paragraph formats
- Using the Format Painter

## **Module 4: Adding Tables to a Presentation**

- Creating a table
- Formatting a table
- Adding table effects and styles
- Editing a table

## **Module 5: Adding a Chart to Your Presentation**

- Creating a chart
- Editing a chart
- Formatting a chart

## **Module 6: Inserting and Modifying Graphic Objects**

- Inserting and formatting a textbox
- Inserting and modifying clipart
- Inserting and formatting pictures
- Drawing and formatting shapes
- Inserting and formatting WordArt

## **Module 7: Delivering a Presentation**

- Reviewing a presentation
- Adding animations and transitions
- Viewing a slide show
- Printing a presentation