



Introduction to Microsoft PowerPoint

One-Day Course

Windows

Course Overview:

In this course, you will develop the skills you need to effectively present your ideas to an audience. Learn how to efficiently create attention-grabbing slides using text, clip art, photographs, and drawings. You will also learn how to add interest to your presentation by applying special transitional effects and animation to text, objects and charts.

Course Content:

- The PowerPoint interface
- Working with PowerPoint's Task Panes
- Using the slide, normal, outline and sorter views to create and edit a presentation
- Using the formatting commands to enhance the appearance of text
- Modifying master slides (selecting font, font size and bullets)
- Adding objects to slides
- Using the Insert Clip Art Task Pane to find drawings, clip art and photographs quickly
- Using WordArt and the predefined AutoShapes
- Inserting tables onto slides to display information in a column and row format
- Creating charts using Microsoft Graph to effectively display data
- Using animation and the slide transitional effects feature to text, objects and charts
- Generating Notes Pages for your personal use during your presentation
- Using the Print Preview command to preview a presentation before printing
- Printing the four different components of a presentation
- Using PowerPoint's conceptual diagrams to produce organizational charts or pyramid diagrams (time permitting)