



Computer Consultants Corporation

Microsoft PowerPoint

Introduction

Length of course: 1 class day (6 hours)

Objective(s): To learn the basics of creating, formatting, printing, and running PowerPoint presentations.

Prerequisites: Familiarity with Microsoft Windows.

Getting Started

- Presenting PowerPoint
- User interface features
- Getting help

Creating Slides

- Applying Design templates
- Editing slides
- Adding a new slide
- Bulleted list slides
- Saving a presentation

Formatting Text

- Selecting text and placeholders
- Formatting text
- Line and paragraph spacing
- Paragraph alignment
- Formatting bullets and numbering

Working with Outlines

- Outlining toolbar
- Expand/Collapse outlines
- Promote/Demote paragraphs
- Move Up/Down
- Creating slides in an outline

Working in Slide Sorter View

- Rearranging slides
- Copying and deleting slides
- Hiding slides

Printing Slides

- Page setup and print options
- Printing notes, handouts, and outlines

Editing Tools

- Undo and redo
- Moving and copying text
- Changing the slide layout
- Adding speaker notes
- Style checker
- Spell checker
- Find and Replace

Adding Graphical Elements

- Inserting clip art and pictures
- AutoShapes and text boxes
- Formatting objects
- Using AutoLayout
- Moving, sizing, and rotating objects
- Diagrams and organization charts
- Creating PowerPoint tables and charts

Slide Animations and Transitions

- Slide transitions
- Animation schemes
- Applying custom animation to objects
- Setting slide timings manually
- Recording a presentation with automatic timings

Running a Slide Show

- Setting up a show
- Advancing/backtracking through slides
- Drawing and erasing with the pen tool
- Blanking the screen (black/white)
- Stopping and restarting the show
- Meeting minder