

PowerPoint Introduction (1 Day)

Overview

This Introduction to PowerPoint training class is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using PowerPoint. Students will explore the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation.

Target Audience: Students who have little or no familiarity with Microsoft PowerPoint or more experienced PowerPoint users who want to review the topics covered in this course.

Our instructor-led online classes are conducted the most current version of the software. If you're on an earlier version our instructor will point out the minor differences between versions where they exist.

Goals

- Start and end a PowerPoint session.
- Edit a presentation.
- Create different types of slides.
- Use the Outline tab.
- Add Clipart to a slide.
- Format slides and use templates.
- Use the Slide Sorter to reorganize a presentation.
- Apply Tables and Charts to a presentation.
- Print various components of a presentation.
- Run a slide show.

Course Outline

Creating a PowerPoint Presentation

Starting Microsoft PowerPoint
Normal View
Creating a Presentation
Saving a Document
 Maintain Backward Compatibility
Importing a File
The Status Bar
Closing a Presentation

The Ribbon

 Tabs
 Groups
 Commands
 The Tell Me Tab

The Quick Access Toolbar

 Adding Common Commands
 Adding More Commands with the
 Customize Dialog Box
 Adding Ribbon Commands or Groups
 Placement

The Backstage View (The File Menu)

- Introduction to the Backstage View
 - Opening a Presentation
 - New Presentations and Presentation Templates
 - Presentation Properties
 - Adding Your Name to Microsoft PowerPoint

Formatting Microsoft PowerPoint Presentations

- Selecting a Slide Layout
- Adding Text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Formatting Text into Columns
 - Adding Slides to a Presentation
- Using the Format Painter
 - Duplicating an Existing Slide
 - Deleting Slides
 - Hiding Slides
 - Arranging Slides

Working with Images

- Adding Images to a Slide
- Inserting a Picture
- Inserting Icons
- 3D Models
 - Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Adding Effects to an Image
 - Creating Custom Color with the Eyedropper
- Applying a Style and Cropping an Image
- Grouping and Ungrouping Images

- Arranging Images
- Adding Shapes
- Apply Borders to a Shape
 - Modify Shape Backgrounds
 - Aligning and Grouping Shapes
 - Merging Shapes
- Object Smart Guides
- Apply Styles to a Shape
- Create a Custom Shape
- Displaying Gridlines for Shapes
- Adding Text to Shapes in Columns
- Using Digital Ink

Working with Tables and Charts

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Inserting a Chart
- Formatting a Chart
- Modifying Chart Type
 - Adding Legends to Charts
 - Modifying Number of Rows and Columns
- Importing Charts from External Sources

Finalizing Microsoft PowerPoint Presentations

- Checking Spelling
- Accessing Different Views of a Presentation
- Presenter View
 - Changing the View to Grayscale
 - Changing Page Setup Options
- Organizing a Presentation in Sections
- Inserting Section Headers
 - Adding Transitions to Slides
- Adding Multiple Transitions
 - Modifying Transition Options
 - Adding Speaker Notes
- Printing Speaker Notes
- Running a Slide Show
- Configuring Slideshow Resolution
- Printing a Presentation
 - Printing Selections
 - Printing in Grayscale