

Microsoft PowerPoint Level 1

Prerequisites: Microsoft Windows XP or Microsoft Windows 2000 Fundamentals; or equivalent experience. **Strongly Recommended:** Basic word processing skills

Course Objectives

This course is intended for individuals who are interested in learning the fundamentals needed to create and modify basic PowerPoint presentations.

- Manipulate an existing PowerPoint presentation
- Begin creating a presentation
- Format text slides
- Add tables to a presentation
- Chart data in a presentation
- Modify objects on slides
- Add images to a presentation
- Prepare to deliver a presentation

Outline

Lesson 1: An Orientation to PowerPoint

- The PowerPoint Environment
- Orientation to Views
- Navigate Through a Presentation
- Edit Slide Text
- Slide Text Boxes
- Save the Presentation
- Run a Slide Show

Lesson 2: Beginning a Presentation

- Creating a New Presentation
- What is a Wizard?
- Presentation Guidelines
- Design Templates
- Change Background Color
- Slide Background Options
- Enter Text
- Create a Presentation from a Word Outline

Lesson 3: Formatting Text Slides

- Apply Character Formats
- Align Text
- Change Line Spacing
- Change Indents

Lesson 4: Adding Tables to a Presentation

- Create a Table
- Format a Table
- Insert a Table from Microsoft Word
- External Objects
- Linking vs. Embedding

Lesson 5: Charting Data

- Create a Column Chart
- Charts
- The Data Worksheet
- The Chart Window
- Edit Chart Data
- Change Chart Type
- Insert a Chart from Microsoft Excel

Lesson 6: Modifying Objects

- Resize Objects
- Object Selection
- Copy and Duplicate Objects
- Move Objects
- Changing Object Orientation
- Orientation
- Format Objects
- Object Formatting Options
- Group and Ungroup Objects
- Grouped versus Ungrouped Objects
- Change the Order of Objects
- Order of Objects

Lesson 7: Adding Images to a Presentation

- Add Clip Art
- Clip Art
- Add a Picture from a File
- Draw Lines and Shapes
- AutoShapes
- Insert WordArt
- WordArt

Lesson 8: Preparing to Deliver a Presentation

- Spell Check
- AutoCorrect
- Arrange Slides
- Add Transitions
- Transitions
- Create Speaker Notes
- Speaker Notes
- Send a Presentation to Microsoft Word
- Display Options in Word
- Print the Presentation
- Handouts
- Print Options Dialog Box
- Package a Presentation for CD
- Package for CD Wizard

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