



## Course Content

### Course Description:

In this class you will learn the overview of the PowerPoint interface and how to view a presentation. You will create and save a presentation, format text on slides, and modify objects. In addition you will learn how to add tables to a presentation, format and modify tables, as well as how to insert and modify charts in a presentation. Finally, you will learn how to prepare a presentation for delivery by adding transitions and animation effects, speaker notes, and how to print and arrange your presentation.

### Prerequisites:

Windows Level 1 or equivalent knowledge.

### Topics:

#### Module 1: Interface & Viewing a Presentation

- Overview of the Screen and the Ribbons
- Navigate and View a Presentation
- Using PowerPoint Help

#### Module 2: Creating a Presentation

- Creating a New Presentation
- Saving the Presentation

#### Module 3: Formatting Text on Slides

- Formatting Text
- Paragraph Formats
- Formatting Text Placeholders

#### Module 4: Modifying Objects

- Working with Objects
- Editing Shapes
- Changing Object Orientation
- Formatting Objects
- Duplicating & Adding Text to Objects
- Aligning & Arranging Objects
- Grouping and Ungrouping Objects
- Picture Tools

#### Module 5: Adding Tables to a Presentation

- Table Overview
- Creating Tables
- Moving in a Table
- Modifying a Table
- Table Formats
- Using the Table Draw Feature
- Insert Table from Microsoft Word

#### Module 6: Inserting Charts in a Presentation

- Create a Chart
- The Microsoft Chart Window
- Entering & Editing Chart Data
- Modify a Chart
- Modifying the Chart Layout
- Formatting Chart Elements

#### Module 7: Preparing to Deliver a Presentation

- Adding Transition and Animation Effects
- Speaker Notes
- Printing
- Rearranging a Presentation
- Rearranging Your Presentation in Slide Sorter View
- Hiding a Slide
- Packaging a Presentation

#### Appendix A: Presentation Development