

PowerPoint – Creating a Presentation

Prerequisite

None

Course Description

Students in this course will get a quick introduction to the basics of Microsoft PowerPoint. This course will introduce the student to the screen elements and teach them how to create a slide presentation. Students will learn how to insert various drawn objects and modify the look of objects on the slides. Students will learn how to apply transition effects to the slide show.

Objectives

Introduction to PowerPoint

- Starting PowerPoint
- Open a Presentation
- Screen Elements
- Move Between Slides in a Presentation

Create a Presentation

- Create Text Slides in Slide View
- Create Text Slides in Outline View
- Save a Presentation
- Select Text and Objects
- Edit Text in Slide View
- Change the Slide Layout

Insert Objects

- Create Objects from the Drawing Toolbar
- Delete and Duplicate Objects
- Add Text to an Object
- Move and Resize Objects
- Insert Clip Art

Character Formats

- Apply Fonts and Sizes
- Apply Bold, Italic, Underline, Shadow and Color to Text

Apply Special Effects

- Apply a Built-in Template to the Presentation
- Add Transition Effects

Present the Slide Show

- Run a Slide Show

Class Length

90 minutes
Instructor lead, hands-on course