

## Microsoft PowerPoint Introduction

### Prerequisite

None

### Course Description

This course is designed to teach the basic features of Microsoft PowerPoint. Students will learn the screen elements and how to navigate the program. They will also learn how to begin creating a presentation. Students will also learn the various techniques in selecting and editing text and objects; drawing and inserting objects; and applying character and paragraph formats. Students will learn how to apply a built-in template to the presentation and run the slide show.

### Objectives

#### ***Introduction to PowerPoint***

- Start PowerPoint and Open a Presentation
- Screen Elements
- Move Between Slides in a Presentation

#### ***Create a Presentation***

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

#### ***Insert Objects***

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

#### ***Character Formats***

- Apply Font, Size, Bold, Italic, Underline, Shadow and Color to Text
- Use the Format Painter

#### ***Paragraph Formats***

- Change Paragraph Alignment
- Create Line Spacing

#### ***Apply Templates***

- Apply a Built-in Template to the Presentation

#### ***Printing***

- Run a Slide Show
- Print a Presentation

### Class Length

3.5 hours  
Instructor-led, hands-on course