

Course Description: Learn to plan, compose, and create PowerPoint presentations. Topics include: adding slides with various layouts, working with text boxes, using the drawing tools, aligning and grouping objects, shadowing, importing graphics, resizing and formatting graphics, creating slide transitions, adding animation, applying designs, and automating the presentation.

Module 1 – Getting Started in PowerPoint

- PowerPoint Installed Templates
- The PowerPoint Screen
- The Ribbon
- Using the Quick Access Toolbar
- Backstage View
- Outline vs. Slide Tabs
- PowerPoint Views
- Zooming In
- Showing the Presentation
- Keyboard Options during a Slide Show
- Drawing on a Slide
- Printing Options

Module 2 – Creating Presentations Using Themes

- The Project
- Using Installed Themes
- Adding Slides to the Presentation
- Changing Slide Layout
- Text Boxes
- Formatting Text
- The Format Painter

Module 3 – Adding Pictures and Objects

- Inserting ClipArt
- Inserting Other Pictures
- Resizing Pictures
- Adding Lines, Rectangles, and Ovals
- Formatting Graphic Objects
- Selecting Multiple Objects
- Aligning Objects
- Changing Stacking Order
- Grouping Objects
- Rotating & Flipping Objects
- Using WordArt

Module 4 – Transitions, Animations, and Timing

- Adding Transitions
- Adding Animation Effects
- Custom Animation
- Automating the Presentation
- Manual Timings
- Rehearse Timings