

PowerPoint®: Wow Your Crowd!

Course Overview

In this self-paced course, students will learn how to create dynamic presentations. They'll start from the basics to assure understanding of the many Microsoft® PowerPoint® features. From there, students splash up their presentations using the many font, animation, and slide transition features. Then, they'll explore the many presenter features and wrap-up the class by sharing their creativity with members of their family.

Software Needed: Students will need Microsoft® PowerPoint® version 2007 or higher.

Who Should Attend

This class is designed for high school age students. To ensure their success, students will need to be familiar with using a keyboard and mouse.

Microsoft® PowerPoint®

CONTENT

Get Started With Microsoft® PowerPoint®

- Navigate the PowerPoint User Interface
- Open Existing Presentations
- Save Presentations (Save Vs. Save As)
- Close Presentations
- Close The PowerPoint® Software

Create New Presentations

- Create A New Blank Presentation
- Create A Presentation With A Background Template
- Add, Edit, Duplicate, Reorder, & Delete Slides

Copy & Move Slides

- Copy & Move Slides

View Presentations

- Explore Viewing Options

Start The Presentation

- Start A Presentation From The Beginning & Mid-Point

Move Within The Presentation While In Presentation Mode

- Move From Slide To Slide Using A Variety of Methods
- Go To A Specific Slide
- Hide & Redisplay The Presentation While In Presentation Mode
- Display The Presenter View
- Change Presentation Backgrounds At A Moments Notice
- Close The Presentation

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Exploring Font & Text Options

- Change Font Styles & Sizes
- Clear Font Formatting
- Bullet & Number Lists
- Change List Levels
- Adjust Line Spacing
- Change Text Direction

Apply Character Formatting

- Work With The Many Formatting Text Features
- Change Case
- Change Font Colors

Modifying Text Alignment

- Modify Text Using Left, Center, Right, & Justify Alignment

Exploring Graphic & Animation Options

- Insert Pictures, Shapes, & SmartArt

- Resize, Rotate, Delete, & Move Graphic Objects
- Select Multiple Graphic Objects
- Use The Grouping Feature

Add Animation

- Assign Animation To Slide Items
- Preview Animation
- Reorder, Remove, & Trigger Animation
- Change Effect Options

Apply Slide Transitions

- Explore & Apply Slide Transitions

Print Presentations

- Explore Print Options
- Print Presentations
- Check Spelling Accuracy

Bonus Content

This quick mini-session will provide a light overview of basic computer features as well as how to work with Microsoft's File Explorer/Windows® Explorer®. This quick mini-session will teach students how to create system folders as well as move and copy files into folders allowing them to be more organized.

Introduction to Microsoft® Windows®

Students are introduced to the File Explorer feature and learn the difference between files and folders, how to create folders, and place files within folders.

Introduction

- Introduction to the Windows® Operating System
- Keyboard Keys & Components
- Minimize, Maximize, & Close Icons
- Introduction to Data Storage
- Files Versus Folders

- Create, Move, & Copy Folders
- Select, Move, & Copy Multiple Folders
- Rename Folders
- Select, Move, Copy, & Rename Files