PowerPoint®: Wow Your Crowd!

Course Overview

In this online interactive instructor-led course, students will learn how to create dynamic presentations. We'll start from the basics to assure understanding of the many Microsoft® PowerPoint® features. From there, we'll splash up our presentations with the many fonts, animation, and slide transition features. Then, we'll explore the many presenter features and wrap-up the class by sharing student creativity.

Software Needed: Microsoft® PowerPoint® version 2007 or higher and PDF Reader program.

Who Should Attend

Anyone interested in learning how to effectively use Microsoft PowerPoint. * Participants 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

PowerPoint®: Wow Your Crowd!

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