

Microsoft PowerPoint Level 1

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Course Objective

This course is intended for those with little or no experience with PowerPoint, who want to learn the features they will use every day. It is also intended for those who have never taken a formal training class (or took one a long time ago) to learn new features and the most efficient way to perform commands.

Prerequisites

Participants should be comfortable with using the mouse and keyboard.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

The Basics

PowerPoint Screen Elements

Save, Close and Open a Presentation

Work with Slides

Insert Slides

Change Slide Layout

Duplicate, Move, Delete a Slide

Undo and Redo

Work with Text

Copy & Move

Spell Check & Thesaurus

Format Text

Using the Mini-Toolbar

Copy Formatting

Adding or Removing Bullets

Numbered Lists

Vertical Line Spacing

Modify a Presentation

Themes

Headers and Footers

Tables

Insert a Table

Adjust Column Width & Row Height

Insert & Delete Rows & Columns

Format a Table

Pictures, Icons & 3D Models

Insert an Online Picture

Resize, Move, Crop & Format a Picture

Icons

3D Models

Run a Slide Show

Running a Slide Show Shortcut Keys

Presentation Tools

Transition Effects

View & Print Options

Slide Sorter View

Normal View

Notes Page

Also Includes

- Reference Material.
- Certificate of completion.