



# Beginning Microsoft PowerPoint (1 Day)

**COURSE GOAL:** To introduce users to the basic capabilities of PowerPoint XP.

**PREREQUISITES:** Beginning Windows, and/or equivalent skills.

**LEARNING OBJECTIVES:**

Students will be able to:

- Utilize the PowerPoint Menu
- Create Presentations
- Create charts
- Run a Slide Show

**STUDENT SELF ASSESSMENT:**

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Create presentations
<input type="checkbox"/>	<input type="checkbox"/>	Modify slides
<input type="checkbox"/>	<input type="checkbox"/>	Use Master Slide View
<input type="checkbox"/>	<input type="checkbox"/>	Apply Transitions
<input type="checkbox"/>	<input type="checkbox"/>	Create Graphs
<input type="checkbox"/>	<input type="checkbox"/>	Create Organizational Charts
<input type="checkbox"/>	<input type="checkbox"/>	Print slides and handouts
<input type="checkbox"/>	<input type="checkbox"/>	Use the Drawing toolbar
<input type="checkbox"/>	<input type="checkbox"/>	Use and Modify Clip Art
<input type="checkbox"/>	<input type="checkbox"/>	Use WordArt

If you answered NO to three or more of these questions, you should attend this class.

**KEY TOPICS:**

**I. Introduction to PowerPoint**

- A. Getting started
- B. The PowerPoint Window
- C. The Ribbon Tools and the Office Button
- D. Getting a Presentation Started
- E. Instant Presentation Tutorial
- F. Getting Help
- G. Saving & Opening

**II. Presentations from Scratch**

- A. Presentations overview
- B. Creating a Blank Presentation
- C. Using Smart Art
- D. Outline View and Changing the Slide Layout
- E. Adding Slides in Slide View
- F. Apply Themes
- G. Color Schemes
- H. Editing & Formatting Text
- I. Printing

**III. Graphics**

- A. The Drawing Tool, Format Ribbon Tab
- B. Modifying Drawn Objects
- C. Guides & Grouping Objects
- D. Copying & Modifying Objects
- E. The Clipart Gallery

**IV. Placeholder Objects**

- A. Tables
- B. Organizational Chart
- C. Graphs

## **V. Running the Show**

- A. Slide Transitions
- B. Animation
- C. Hiding Slides
- D. Setting up the Show

## **VI. Notes and Handouts**

- A. Creating a Note Page
- B. Audience Note Pages
- C. Handouts