

Soft-Train



*At Soft-Train
Technology Works*

Beginning Microsoft PowerPoint (1 Day) ST85052

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

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:
Upon completion of this course the student will be able to:

- Utilized 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"/>	Apply transitions
<input type="checkbox"/>	<input type="checkbox"/>	Create graphs
<input type="checkbox"/>	<input type="checkbox"/>	Create organization charts
<input type="checkbox"/>	<input type="checkbox"/>	Print slides and handouts
<input type="checkbox"/>	<input type="checkbox"/>	Use and modify ClipArt
<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 File Tab
- 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