



Microsoft PowerPoint Expert

Duration: 5 half days (15 hours)

Objectives

In this course, you will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Target Audience:

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint.

Prerequisite:

Basic desktop computer literacy and a familiarity with the Microsoft Windows environment.

Course Outline

Part 1: Getting started

- The PowerPoint window
- Getting help

Part 2: New presentations

- Creating new presentations
 - Creating a presentation from an existing presentation
 - Creating a new blank presentation
 - Entering text in a slide
 - Adding and editing slides
- Saving presentations
 - Saving a presentation in an existing folder



Learning

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- Updating a presentation
- Saving a presentation in a new folder
- Rearranging and deleting slides
 - Rearranging slides in the Normal view
 - Rearranging slides in Slide Sorter view
 - Deleting a slide in Slide Sorter view
- Using slides from other presentations
 - Inserting slides from another presentation

Part 3: Formatting slides

- Text formatting
 - Applying bold and italic formatting
 - Changing the font, font size, and font color
 - Using the Format Painter to copy text formatting
 - Changing bullet styles
 - Applying a numbered list
- Modifying text
 - Finding and replacing text
 - Cutting and dragging text
 - Copying text to another slide
 - Using the Clipboard pane
- Paragraph formatting
 - Applying paragraph formatting

Part 4: Drawing objects

- Shapes
 - Using the drawing tools
 - Switching the object shape
- Modifying objects
 - Applying formatting to objects
 - Duplicating, deleting, and moving objects
 - Resizing an object
 - Rotating an object



- Aligning objects
- Text in objects
 - Adding text to an object
 - Modifying text in an object
 - Creating text boxes
 - Formatting text boxes

Part 5: Graphics

- WordArt
 - Adding and modifying WordArt
- Pictures
 - Inserting a picture
 - Adjusting pictures
- Clip art
 - Inserting and modifying clip art
 - Modifying clip art
 - Cropping a clip art object
 - Modifying clip art colors, background fills, and lines
- Media clips
 - Adding a movie clip
 - Adding a sound clip

Part 6: Tables and charts

- Tables
 - Adding a table
 - Modifying a table
 - Formatting a table
 - Adding images to a table
- Charts
 - Creating a chart
 - Changing the chart type
 - Formatting a chart
- Customizing SmartArt graphics



- Converting text to SmartArt graphics
- Changing SmartArt graphic layout styles
- Resizing associate shapes
- Formatting associate objects

Part 7: Modifying presentations

- Templates and themes
 - Creating a presentation based on a template
 - Changing the design themes
- Slide masters
 - Examining the elements of a slide master
 - Displaying header and footer elements
 - Adding a logo to a slide master
 - Changing the default font
 - Modifying the default bullets
 - Inserting a new slide master
 - Adding slide master backgrounds
 - Adding a placeholder to a slide master
 - Using multiple slide masters
 - Customizing the handout master
- Transitions and timings
 - Setting transitions for individual slides
 - Setting a transition for the entire presentation
 - Adding timings to a slide show
 - Rehearsing timings
- Animations
 - Animating an object
 - Reordering the effects in a slide
- Photo albums
 - Creating a photo album presentation
- Speaker notes
 - Adding speaker notes
 - Adding headers and footers to notes pages



- Setting up slide shows
 - Setting up and running a slide show for a speaker
 - Setting up a slide show for a kiosk

Part 8: Custom presentation options

- Application settings
 - Exploring the PowerPoint Options dialog box
 - Adding buttons to the Quick Access toolbar
 - Removing and rearranging buttons
- Custom themes
 - Creating and applying a custom theme
- Custom templates
 - Creating a custom template
 - Using a custom template
- Advanced slide master techniques
 - Duplicating a slide master
 - Editing a duplicate slide master
 - Switching between slide masters
 - Renaming a slide master

Part 9: Action buttons and custom slide shows

- Interactive elements
 - Adding an action button
 - Modifying an action button
- Custom slide shows
 - Creating a custom slide show
 - Editing a custom slide show

Part 10: Proofing and delivering presentations

- Proofing presentations
 - Checking the spelling in a presentation
 - Using AutoCorrect
 - Using the Thesaurus



- Running presentations
 - Previewing and running a presentation
 - Hiding and Unhiding a slide
- Printing presentations

Part 11: Distributing a presentation

- Comments
 - Inserting comments
 - Reviewing, deleting, and printing comments
- Finishing a presentation
 - Preparing to share a presentation
 - Adding a digital signature
 - Setting an open password
- Distributing a presentation
 - Packaging a presentation for CD
 - Saving slides as image files
 - Saving a presentation to open as a slide show
- Publish as a Web page
 - Publishing a presentation for the Web