

Course Description

This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint that is necessary to create and develop engaging multimedia presentations.

Learning Objectives

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements to your presentation.
- Modify objects in your presentation.
- Add tables to your presentation.
- Add charts to your presentation.
- Prepare to deliver your presentation.

Getting Started with PowerPoint

- Navigate the PowerPoint Environment
 - Office Online Apps
 - Slides
 - The Start Screen
 - The PowerPoint User Interface
 - The Ribbon
 - Ribbon Pinning
 - ScreenTips
 - KeyTips
 - The Ribbon Tabs
 - Dialog Box Launchers
 - The Quick Access Toolbar
 - The Thumbnails Pane
 - The Status Bar
 - Contextual Tabs
 - The Backstage View
 - The Open Screen
- View and Navigate a Presentation
 - Presentation Views
 - Master Views
 - Color View Options
 - Slide Shows
 - Slide Show Options
 - The Protected View
- Create and Save a PowerPoint Presentation
 - The Default PowerPoint Presentation
 - Text Placeholders
 - Notes
 - The Save Command
 - The Save As Command
 - Microsoft OneDrive
 - PowerPoint Online
- Use PowerPoint Help
 - The PowerPoint Help Interface
 - The Tell Me Feature
 - The Get Help and Smart Lookup Options
 - The Insights Feature

Developing a PowerPoint Presentation

- Select a Presentation Type
 - Templates
 - Methods to Create Presentations
 - Outlines
- Edit Text
 - Text Boxes
 - The Sizing Handles
 - The Rotation Handle
 - Text Selection Methods
 - The Mini Toolbar
 - The Cut, Copy, and Paste Options
 - The Clipboard
 - The Clipboard Paste Options
 - The Paste Special Command
 - Galleries
 - The Live Preview Feature
- Build a Presentation
 - Slide Layouts
 - The Slide Size and orientation Settings
 - Slide Arrangement
 - Themes
 - Quick Styles
 - Theme Variants
 - Theme Components
 - Background Styles
 - Hide Background Graphics
 - The Format Background Pane

Adding Graphical Elements to Your Presentation

- Insert Images
 - Pictures
 - The Online Pictures Command
 - The Screenshot Tool
 - The Photo Album Feature
- Insert Shapes
 - Shapes
 - The Drawing Tools Format Contextual Tab
 - Shape Styles
 - The Merge Shapes Feature
 - The Edit Points Tool

Performing Advanced Text Editing Operations

- Format Characters
 - Clear All Formatting
 - The Font Dialog Box
 - WordArt Styles
 - The Format Painter Tool
 - The Replace Font Option
- Format Paragraphs
 - Bulleted Lists
 - Numbered Lists
 - Vertical Text Alignment
 - The Format Shape Pane
 - The Shape Options Tab Commands
 - The Text Options Tab Commands
 - The Autofit Feature
 - Wrap Text in Shape
 - Paragraph Spacing Options
 - Text Direction Options
 - Rulers
- Format Text Boxes
 - Text Placeholder Formatting Options
 - Shape Fills
 - The Eyedropper Tool
 - Shape Outlines
 - Shape Effects

PowerPoint 1

Modifying Objects in Your Presentation

- Edit Objects
 - Object Selection Methods
 - The Crop Tool
 - The Picture Tools Format Contextual Tab
 - The Format Picture Pane
 - Fill Options
 - The Remove Background Tool
 - The Object Resizing Methods
 - The Object Scaling Methods
 - The Object Orientation Options
 - The Image Compression Options
- Format Objects
 - The Picture Formatting Options
 - The Set Transparent Color Option
- Group Objects
 - The Grouping Feature
- Arrange Objects
 - Object Order
 - Guides and Gridlines
- Animate Objects
 - Built-In Animation Effects
 - The Animation Painter Tool

Adding Tables to Your Presentation

- Create a Table
 - Tables
 - Table Creation Options
 - Table Navigation Methods
- Format a Table
 - The Table Tools Contextual Tab
 - The Design Tab
 - The Layout Tab
 - Table Styles
 - Table Fill Options
- Insert a Table from Other Microsoft Office Applications
 - Linking vs. Embedding
 - The Insert Object Dialog Box

Adding Charts to Your Presentation

- Create a Chart
 - Charts
 - Chart Data
 - The Switch Row/Column Feature
 - The Insert Chart Dialog Box
 - Chart Types
- Format a Chart
 - The Chart Tool Contextual Tab
 - The Design Tab
 - The Format Tab
 - Quick Access Chart Commands
 - Chart Layouts
 - Chart Styles
- Insert a Chart from Microsoft Excel
 - Linking vs. Embedding Charts

Preparing to Deliver Your Presentation

- Review your Presentation
 - The AutoCorrect Feature
 - The Spelling Checker Feature
 - The Smart Lookup Feature
 - The Thesaurus
 - The Compatibility Checker Feature
 - The Accessibility Checker Feature
- Apply Transitions
 - Transitions
- Print Your Presentation
 - The Print Command
 - Handouts
 - Outlines
 - Notes Pages
 - Full Page Slides
- Deliver Your Presentation
 - Presentation Options
 - PowerPoint Presentation File Formats