

## 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

### Get 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 Tell Me Feature
  - The Get Help and Smart Lookup Options
  - The Insights Feature

### Add Charts to Your Presentation

- Create a Chart
  - Chart Data
  - Chart Types
- Format a Chart
  - Chart Layouts
  - Chart Styles
- Insert a Chart from Microsoft Excel

### Prepare to Deliver Your Presentation

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

### Develop a PowerPoint Presentation

- Select a Presentation Type
  - Templates
  - Methods to Create Presentations
  - Outlines
- Edit Text
  - Text Boxes
  - Text Selection Methods
  - Cut, Copy, and Paste Options
  - The Clipboard
  - Galleries
  - The Live Preview Feature
- Build a Presentation
  - Slide Layouts
  - Slide Arrangement
  - Themes
  - Quick Styles
  - Themes
  - Background Styles

### Add Tables to Your Presentation

- Create a Table
  - Table Creation Options
  - Table Navigation Methods
- Format a Table
  - Table Styles
  - Table Fill Options
- Insert a Table from Other Office Apps
  - Linking vs. Embedding

### Modify Objects in Your Presentation

- Edit Objects
  - Object Selection Methods
  - Fill Options
  - Remove Background
  - Resizing and Scaling Methods
  - Object Orientation
  - Image Compression
- Format Objects
- Group Objects
  - The Grouping Feature
- Arrange Objects
  - Object Order
  - Guides and Gridlines
- Animate Objects
  - Built-In Animation Effects
  - The Animation Painter Tool

### Perform Advanced Text Editing Operations

- Format Characters
  - WordArt Styles
  - The Format Painter Tool
- Format Paragraphs
  - Bulleted and Numbered Lists
  - 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

### Add Graphical Elements to Your Presentation

- Insert Images
  - Pictures
  - The Screenshot Tool
  - The Photo Album Feature
- Insert Shapes
  - Shapes
  - Shape Styles
  - The Merge Shapes Feature
  - The Edit Points Tool