

MICROSOFT POWERPOINT LEVEL 1

LEARNING OUTCOMES

By the end of this course, you should be able to:

- Work with the basic features of PowerPoint
- Create a new presentation
- Work with presentations
- Insert text into a slide and apply basic formatting
- Work with the various slide layouts
- Create and work with SmartArt graphics
- Draw and format shapes
- Navigate a slide show in PowerPoint
- Use a range of printing techniques
- Follow the procedures for using various forms of Help
- Create brilliant presentations.

COURSE OUTLINE

- 1. Getting to know PowerPoint**
 - a. Starting PowerPoint
 - b. Understanding the start screen
 - c. Creating a new blank presentation
 - d. The PowerPoint screen
 - e. How Microsoft PowerPoint works
 - f. Using the ribbon
 - g. Using ribbon key tips
 - h. Showing and collapsing the ribbons
 - i. Understanding the backstage view
 - j. Accessing the backstage view
 - k. Using shortcut menus
 - l. Understanding dialog boxes
 - m. Launching dialog boxes
 - n. Understanding the quick access toolbar
 - o. Adding commands to the QAT
 - p. Understanding the status bar
 - q. Customizing the status bar
 - r. Exiting safely from PowerPoint

2. Your first presentation

- a. Creating presentations in PowerPoint
- b. Creating a presentation
- c. Applying theme variants
- d. The save as place
- e. The save as dialog box
- f. Typing text into a slide
- g. Inserting new slides
- h. Typing text using the outline pane
- i. Applying slide transitions
- j. Saving a presentation
- k. Previewing a slide show
- l. Closing a presentation

3. Working with presentations

- a. The open place
- b. The open dialog box
- c. Opening a presentation
- d. Opening multiple presentations
- e. Switching between open presentations
- f. Understanding presentation views
- g. Changing presentation views
- h. Navigating a presentation
- i. Using the zoom tool
- j. Opening a recent presentation

4. Working with text

- a. Editing text
- b. Checking spelling and grammar
- c. Understanding font formatting
- d. Applying font formatting
- e. Applying paragraph formatting
- f. Changing bullet and numbering styles
- g. Moving and resizing placeholders
- h. Applying word art to text
- i. Converting text to SmartArt

5. Slide layouts

- a. Understanding slide layouts
- b. Inserting a title slide
- c. Inserting a title and content slide
- d. Inserting a section header slide
- e. Inserting a table
- f. Inserting a picture with caption slide
- g. Inserting a chart
- h. Changing the slide layout



6. SmartArt

- a. Understanding SmartArt
- b. Inserting a SmartArt graphic
- c. Inserting text into SmartArt
- d. Adding shapes below
- e. Adding shapes above
- f. Adding shapes before and after
- g. Adding an assistant
- h. Promoting and demoting shapes
- i. Switching SmartArt right to left
- j. Resizing SmartArt
- k. Changing the SmartArt layout
- l. Applying a color scheme
- m. Applying a SmartArt style
- n. Deleting SmartArt shapes

7. Shapes

- a. Drawing shapes
- b. Resizing shapes
- c. Editing shapes
- d. Positioning shapes
- e. Arranging shapes
- f. Merging shapes
- g. Formatting shapes
- h. Using the eyedropper
- i. Copying shapes
- j. Aligning shapes using the ribbon
- k. Aligning objects using the smart guides
- l. Inserting and formatting text
- m. Connecting shapes
- n. Grouping shapes
- o. Rotating shapes

8. Preparing for presentations

- a. Using slide sorter view
- b. Reusing slides
- c. Adding sections
- d. Adding notes to your slides
- e. Slide numbers
- f. About hyperlinks
- g. Creating an internal hyperlink
- h. Creating a hyperlink to another presentation
- i. Creating a hyperlink to another application
- j. Keyboard shortcuts for navigating slide shows
- k. Using resume reading
- l. Presenting a slide show



9. Printing you presentation

- a. Understanding printing
- b. Previewing slides
- c. Printing slides
- d. Printing handouts
- e. Printing notes pages
- f. Printing the outline

10. Getting help

- a. Understanding how help works
- b. Accessing the help window
- c. Navigating the help window
- d. Using the office website
- e. Googling help
- f. Printing a help topic

11. Brilliant presentations

- a. Make it readable
- b. The four pillars of great design
- c. Perfect presentation layouts
- d. Presenting polished presentations
- e. Presentation methods and hardware

