



Computer Consultants Corporation

Microsoft PowerPoint

Introduction

Length of course: 1 class day (6 hours)

Objective(s): To learn the basics of creating, formatting, printing, and running PowerPoint presentations.

Prerequisites: Basic experience using Windows and keyboarding.

Creating and Delivering a Presentation

- **Presenting PowerPoint**
 - Starting PowerPoint
 - Navigating the PowerPoint Window
 - Inserting Text
- **Using Document Themes**
 - Choosing a Theme
 - Using the PowerPoint Ribbon
- **Creating a Basic Presentation**
 - Adding Slides
 - Inserting Bulleted Lists
 - Choosing the Slide Layout
 - Saving the Presentation
- **Delivering the Slide Show**
 - Delivery Tips
 - Navigating Through a Slide Show

Designing the Presentation

- **Working with Slides**
 - Copying Text and Objects
- **Working with Outlines**
 - Using the Outline Panel
 - Collapsing and Expanding Slides
 - Deleting Slides
- **Formatting Your Presentation**
 - Formatting Text
 - Setting Character Spacing
 - Setting the Text Case
 - Setting Line Spacing
 - Setting Paragraph Alignment
- **Using the Slide Sorter**
- **Printing Your Presentation**
 - Knowing What You Can Print
 - Using Print Preview
 - Using Page Setup and Output Formats
 - Using the Print Dialog Box
 - Using the Print Shortcut

Adding Clip Art, Sound, and Animation

- **Working with Clip Art**
 - Using Text and Object Layouts
 - Searching for Clip Art with the Clip Art Task Pane
 - Moving, Sizing, and Rotating Objects
 - Inserting Clip Art without an Existing Placeholder
 - Formatting Clip Art
- **Working with Animation**
 - Applying Slide Transitions
 - Creating Transitions in Slide Sorter View
- **Using Slide Animation**
 - Adding Standard Animations
 - Creating Custom Animation
 - Applying Custom Animation Effects
 - Adding Sound Effects
 - Adding a Sound Effect to a Custom Animation

Working with Objects

- **Inserting Charts**
 - Creating Embedded Charts
 - Modifying Charts
- **Working with External Excel Documents**
 - Benefits of Linking
 - Linking Excel Charts
 - Effects of Linking
 - Editing the Source (Linked) Document
 - Maintaining Healthy Links
- **Creating SmartArt Diagrams**
 - Inserting and Formatting SmartArt Graphics
 - Formatting SmartArt
 - Adding Elements to SmartArt