



Microsoft® PowerPoint (Level 1)

Description: Upon successful completion of this course, students will be able to: - get started with PowerPoint. - create a presentation. - format text on slides. - add graphical objects to a presentation. - modify objects on slides. - add tables to a presentation. - add charts to a presentation. - prepare to deliver a presentation.

Lesson 1: Getting Started with PowerPoint

- Identify the Elements of the User Interface
- View Presentations
- Save a Presentation
- Use Microsoft PowerPoint Help

Lesson 2: Creating a Basic Presentation

- Select a Presentation Type
- Enter Text
- Edit Text
- Format Text Placeholders
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

Lesson 3: Formatting Text on Slides

- Apply Character Formats
- Format Paragraphs

Lesson 4: Adding Graphical Objects to a Presentation

- Insert Images into a Presentation
- Add Shapes
- Add Visual Styles to the Text in a Presentation

Lesson 5: Modifying Graphical Objects in a Presentation

- Edit Graphical Objects
- Format Graphical Objects
- Group Graphical Objects on a Slide
- Arrange Graphical Objects on a Slide
- Apply Animation Effects

Lesson 6: Working with Tables

- Insert a Table
- Format Tables
- Import Tables from Other Microsoft Office Applications

Lesson 7: Working with Charts

- Insert Charts
- Modify a Chart
- Import Charts from Other Microsoft Office Applications

Lesson 8: Preparing to Deliver a Presentation

- Review the Content in a Presentation
- Divide a Presentation into Sections
- Add Transitions
- Add Speaker Notes
- Print a Presentation
- Deliver a Presentation