



## **Everyday Microsoft PowerPoint**

**Duration 12 Hrs.**

**Target Audience: Students who have little or no familiarity with Microsoft PowerPoint 2019 or more experienced Word users who want to learn the topics covered in this course in the 2019 interface.**

### **Module 1: Creating a PowerPoint Presentation**

This module explains how to create a presentation in Microsoft PowerPoint.

#### [Lessons](#)

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation

#### [Lab : Creating a Microsoft PowerPoint Presentation](#)

After completing this module, students will be able to:

- Start Microsoft PowerPoint.
- Learn about Normal view.
- Create a PowerPoint presentation.
- Save a PowerPoint presentation.
- Import a file into PowerPoint.
- Learn about the Status Bar. □Close a PowerPoint presentation Module 4: The Backstage View (The File Menu)

This module explains how to work with the Backstage View in Microsoft PowerPoint.

#### [Lessons](#)

- Introduction to the Backstage View
- Opening a Presentation
- New Presentations and Presentation Templates
- Presentation Properties
- Adding Your Name to Microsoft PowerPoint [Lab : Backstage View Exercises](#)
- Opening a Presentation
- Creating an Agenda Using a Template

After completing this module, students will be able to:

- Use the Backstage view.
- Open a Microsoft PowerPoint presentation.
- Start a new Microsoft PowerPoint presentation.
- Use Microsoft PowerPoint templates.
- Modify presentation properties.
- Personalize your copy of Microsoft PowerPoint.

## **Module 2: Formatting Microsoft PowerPoint Presentations**

This module explains how to format Microsoft PowerPoint presentations.

### **Lessons**

- Selecting a Slide Layout
- Adding Text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presentations
- Arranging Slides

### **Lab : Formatting Text**

After completing this module, students will be able to:

- Select a slide layout.
- Add text to a slide.
- Import content from a text file outline.
- Edit text.
- Format text.
- Format text placeholders.
- Apply styles to slides.
- Add slides to a presentation.
- Delete slides from a presentation. Learn to arrange slides.

## **Module 3: Working with Images**

This module explains how to work with images in Microsoft PowerPoint.

### **Lessons**

- Adding Images to a Slide
- Inserting a Picture
- Inserting Icons
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Creating Custom Color with the Eyedropper
- Applying a Style and Cropping an Image

- Arranging Images
- Adding Shapes
- Using Digital Ink

#### Lab : Working with Images and Shapes

After completing this module, students will be able to:

- Add images to a presentation.
- Insert a picture.
- Insert clip art.
- Insert a screenshot.
- Edit an image.
- Rotate and resize an image.
- Group and ungroup images.
- Arrange images.
- Add shapes.

## Module 4: Working with Tables and Charts

This module explains how to work with tables and charts in Microsoft PowerPoint.

#### Lessons

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources

#### Lab : Working with Tables and Charts Exercises

- Working with a Table
- Working with Charts

After completing this module, students will be able to:

- Insert a table in a slide.
- Format a table.
- Copy a table from other Microsoft Office applications into PowerPoint.
- Insert a chart in a slide.
- Format a chart.
- Copy a chart from other Microsoft Office applications into PowerPoint.

## Module 5: Presentation Masters

This module explains how to work with presentation masters in Microsoft PowerPoint.

#### Lessons

##### Working with the Slide Master

- Slide Layouts

- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide numbers Using the Slide Master
- Preserving a Slide Master

Modifying the Handout Master

Adding a Header and Footer to Notes and Handouts [Lab](#)

### : Using the Slide Master

After completing this module, students will be able to:

- Work with the slide master.
- Work with layouts.
- Format slide masters and slide layouts.
- Add a watermark.
- Add slide numbers.
- Insert a new slide master.
- Preserve a slide master.
- Modify the notes master.
- Modify the handout master.
- Add a header and footer to notes and handouts.

## Module 6: Working with Special Effects

This module explains how to work with special effects in Microsoft PowerPoint.

### Lessons

- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

**Lab : Applying Special Effects to a Presentation** After

completing this module, students will be able to:

- Animate text and objects.
- Work with the Animation Painter.

- Set animation timing.
- Animate a chart.

## Module 7: Using SmartArt

This module explains how to use SmartArt in Microsoft PowerPoint.

### Lessons

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

### Lab : Working with SmartArt After completing

this module, students will be able to:

- Insert SmartArt graphics into your presentations.
- Modify SmartArt graphics.
- Resize and reposition SmartArt graphics.
- Add text to a SmartArt object.
- Format text within a SmartArt object.
- Add shapes to a SmartArt graphic.
- Ungroup SmartArt objects.