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Complete PowerPoint Course
Duration: 12 Hours (1 Day)

Overview

The "Complete PowerPoint Course" is a comprehensive training program designed to equip learners with the skills to create professional and compelling presentations using Microsoft PowerPoint. Throughout the course, students will learn a variety of techniques ranging from basic to advanced, ensuring they can effectively communicate their ideas and data visually.Module 1 lays the foundation by introducing PowerPoint's interface and fundamental presentation creation skills, including starting the application, the Normal view, saving documents, and managing files. Module 2 dives into formatting presentations, where learners will enhance slides with different layouts, text, and lists. Module 3 focuses on working with images, teaching how to add, edit, and arrange visual content. Module 4 covers the insertion and formatting of tables and charts, essential for data representation. Module 5 delves into the customization of presentation templates and masters. Module 6 introduces special effects such as animation, to bring presentations to life. Finally, Module 7 explores SmartArt graphics, a tool for creating complex diagrams with ease.This course is ideal for anyone looking to master PowerPoint, from students to professionals, ensuring they can create impactful presentations that convey their messages clearly and effectively.

Audience Profile

The Complete PowerPoint Course equips participants with essential skills to create engaging presentations for diverse professional settings.

- Corporate Professionals looking to improve presentation skills
- Sales and Marketing Executives who present products or business strategies
- Administrative Staff tasked with organizing and summarizing information in presentations
- Educators and Academic Professionals who utilize presentations for teaching or conferences
- Entrepreneurs who need to pitch ideas to investors or customers
- Students preparing for academic or job market presentations
- Consultants who regularly communicate findings and recommendations
- Event Coordinators needing to create visual materials for events
- Human Resource Professionals for training and development sessions
- Non-Profit Organizations staff to present reports and proposals to stakeholders
- Research Scientists and Analysts needing to present data and research findings
- Graphic Designers looking to expand their skillset in presentation design
- Project Managers who report on project status and timelines
- IT Professionals who must explain complex technical information simply
- Public Speakers and Trainers enhancing their visual communication tools

Course Syllabus

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 Bulletted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presenations
- 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 Exertal Sources
- Inserting a Chart
- Formatting a Chart
- Importing Charts from Exertnal 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 presenatation masters in Microsoft Power. L

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

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- 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.