



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.

Microsoft Copilot for PowerPoint