Introduction to Microsoft PowerPoint

Duration: 8 hours Course

Course Overview: In this course you will learn the fundamentals skills needed to create and modify basic presentations using Microsoft Office PowerPoint.

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 2: The Ribbon

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

Lessons

- The Ribbon
- Tabs
- Groups
- Commands
- The Tell Me Tab

After completing this module, students will be able to:

- Work with tabs, groups, and commands
- Learn which group and commands are found on which tabs. Module 3:

The Quick Access Toolbar

This module explains how to work with the Quick Access Toolbar in Microsoft PowerPoint.

Lessons

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

Lab : Customizing the Quick Access Toolbar

After completing this module, students will be able to:

- Add common commands to the Quick Access Toolbar.
- Add additional commands to the Quick Access Toolbar.
    Move the Quick Access Toolbar.

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 5: Formatting Microsoft PowerPoint Presentations

This module explains how to format Microsoft PowerPoint presentations.

- 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 6: 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 7: 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 8: Finalizing Microsoft PowerPoint Presentations

This module explains how to finalize Microsoft PowerPoint presentations.

Lessons

- Checking Spelling
- Accessing Differnt Views of a Presentation
- Organizing a Presentation in Sections
- Adding Transitions to Slides
- Adding Speaker Notes
- Running a Slide Show
- Printing a Presentation

Lab : Finalizing Presenation Exercises

- Viewing the Presenation
- Finalizing Your Presenation

After completing this module, students will be able to:

- Check spelling in your presentation.
- Access different views of a presentation.
- Divide a presentation into different sections.
- Add transitions to a slide.
- Add speaker notes.
- Run a slide show.
- Print a presentation

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