

KOENIG SOLUTIONS • COURSE OUTLINE

Introduction to Microsoft PowerPoint

Learn to create, format and finalise PowerPoint presentations, from slide layouts and images to tables, charts and slide shows.

8 Hours

DURATION

8

MODULES

57

TOPICS

14

HANDS-ON LABS

COURSE OVERVIEW

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

WHO THIS COURSE IS FOR

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

LEARNING OBJECTIVES

- Create and save a PowerPoint presentation
- Navigate the Ribbon, Quick Access Toolbar and Backstage View
- Format slide text, layouts and bulleted lists
- Insert and format images, icons and shapes
- Insert and format tables and charts
- Organise a presentation into sections
- Add transitions, speaker notes and slide shows
- Check spelling and print a presentation

8 Modules, 57 Topics

01

Lab

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

02

Lab

The Ribbon

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

LESSONS

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

03

Lab

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

04

3 Labs

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

05**Lab**

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 Presentation
- Arranging Slides

06**Lab**

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

07**3 Labs**

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

08**3 Labs**

Finalizing Microsoft PowerPoint Presentations

This module explains how to finalize Microsoft PowerPoint presentations.

LESSONS

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

Practise What You Learn

#	MODULE	ACTIVITY
01	Creating a PowerPoint Presentation	Creating a Microsoft PowerPoint Presentation
02	The Ribbon	Exploring the Ribbon
03	The Quick Access Toolbar	Customizing the Quick Access Toolbar
04	The Backstage View (The File Menu)	■ Backstage View Exercises ■ Opening a Presentation ■ Creating an Agenda Using a Template
05	Formatting Microsoft PowerPoint Presentations	Formatting Text
06	Working with Images	Working with Images and Shapes
07	Working with Tables and Charts	■ Working with Tables and Charts Exercises ■ Working with a Table ■ Working with Charts
08	Finalizing Microsoft PowerPoint Presentations	■ Finalizing Presentation Exercises ■ Viewing the Presentation ■ Finalizing Your Presentation

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com