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Why Learn Microsoft PowerPoint?

Learn the fundamentals skills needed to create and modify basic presentations using Microsoft Office PowerPoint.

Audience Profile :

- Students who have little or no familiarity with Microsoft PowerPoint 2019.

Prerequisites:

- Familiarity with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Overview:

- This PowerPoint 2019 training class is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using PowerPoint 2019 or PowerPoint 365.
- Students will explore the PowerPoint environment and create a presentation.
- Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them.
- Students will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation.

Microsoft PowerPoint Outline:

- Module 1: Creating a PowerPoint Presentation
- Starting Microsoft PowerPoint
- Closing a Presentation
- Module 2: The Ribbon
- The Tell Me Tab
- Module 3: The Quick Access Toolbar
- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Module 4: The Backstage View (The File Menu)
- Introduction to the Backstage View
- Opening a Presentation
- New Presentations and Presentation Templates
- Presentation Properties
- Adding Your Name to Microsoft PowerPoint
- Module 5: Formatting Microsoft PowerPoint Presentations
- Selecting a Slide Layout
- Adding Text from a Text File or Word Outline
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presentations
- Arranging Slides
- Module 6: Working with Images
- Adding Images to a Slide
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Formatting Images
- Creating Custom Color with the Eyedropper
- Applying a Style and Cropping an Image
- Arranging Images
- Using Digital Ink
- Module 7: Working with Tables and Charts
- Formatting Tables
- Importing Tables from External Sources
- Formatting a Chart
- Importing Charts from External Sources
- Module 8: Finalizing Microsoft PowerPoint Presentations
- 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

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