



Microsoft PowerPoint– Level 1

Duration: 1 day

Course Description

Organize your content, enhance it with high-impact visuals, engaging, dynamic multimedia and deliver it with confidence

Course Content

Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Create and Save a PowerPoint Presentation
- Use PowerPoint Help

Developing a PowerPoint Presentation

- Select a Presentation Type
- Edit Text
- Build a Presentation

Advanced Text Editing Operations

- Format Characters
- Format Paragraphs
- Format Text Boxes

Adding Graphical Elements to Your Presentation

- Insert Images
- Insert Shapes

Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

Adding Tables to Your Presentation

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

Adding Charts to Your Presentation

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation