

# MICROSOFT POWERPOINT

## INTRODUCTION

Microsoft® PowerPoint level 1 will identify the basic features and functions of PowerPoint. In this course, we will develop a PowerPoint presentation, perform advanced text editing operations, add graphical elements to your presentation, modify objects in your presentation, add tables to your presentation, add charts to your presentation and prepare to deliver your presentation.

## 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

### PERFORMING 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

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#### ADDING TABLES TO YOUR PRESENTATION

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

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#### ADDING CHARTS TO YOUR PRESENTATION

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

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#### PREPARING TO DELIVER YOUR PRESENTATION

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