Course duration

- 1 day

Course Benefits

- Navigate the PowerPoint interface and find important tools.
- Add shortcuts to find frequently-used features quickly.
- Leverage built-in PowerPoint templates.
- Add engaging content to your slides including text, images, shapes, tables, and charts.
- Use the Outline tab to stay organized.
- Save time by using the format painter.
- Use the Slide Sorter to reorganize a presentation quickly.
- Keep information organized using tables and charts.
- Print various components of a presentation for easy sharing.
- Run a slideshow with confidence!

Available Delivery Methods

Public Class
Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class
Private classes are delivered for groups at your offices or a location of your choice.

Self-Paced
Learn at your own pace with 24/7 access to an On-Demand course.

Course Outline

1. Creating a PowerPoint Presentation
    1. Starting Microsoft PowerPoint
    2. Normal View
    3. Creating a Presentation
    4. Saving a Document
        1. Maintain Backward Compatibility
    5. Importing a File
    6. The Status Bar

   7. Closing a Presentation
   8. Exercise: Creating a Microsoft PowerPoint Presentation
2. The Ribbon
   1. The Ribbon
   2. Tabs
   3. Groups
   4. Commands
   5. The Tell Me Tab
   6. Exercise: Exploring the Ribbon
3. The Quick Access Toolbar
   1. Adding Common Commands
   2. Adding More Commands with the Customize Dialog Box
   3. Adding Ribbon Commands or Groups
   4. Placement
   5. Exercise: Customizing the Quick Access Toolbar
4. The Backstage View (The File Menu)
   1. Introduction to the Backstage View
   2. Opening a Presentation
   3. Exercise: Opening a Presentation
   4. New Presentations and Presentation Templates
   5. Exercise: Creating an Agenda Using a Template
   6. Presentation Properties
   7. Adding Your Name to Microsoft PowerPoint
5. Formatting Microsoft PowerPoint Presentations
   1. Selecting a Slide Layout
   2. Adding Text
   3. Adding Text from a Text File or Word Outline
   4. Editing Text
   5. Formatting Text
   6. Formatting Text as WordArt
   7. Creating Bulleted and Numbered Lists
   8. Ink Equation
   9. Formatting Text Placeholders
      1. Formatting Text into Columns
   10. Adding Slides to a Presentation
       1. Using the Format Painter
       2. Duplicating an Existing Slide
       3. Deleting Slides
       4. Hiding Slides
   11. Arranging Slides
   12. Exercise: Formatting Text
6. Working with Images
   1. Adding Images to a Slide
   2. Inserting a Picture
   3. Inserting Icons
      1. 3D Models
   4. Inserting Clip Art

    5. Capturing and Inserting a Screenshot
    6. Editing an Image
    7. Formatting Images
        1. Adding Effects to an Image
    8. Creating Custom Color with the Eyedropper
    9. Applying a Style and Cropping an Image
    10. Grouping and Ungrouping Images
    11. Arranging Images
    12. Adding Shapes
        1. Apply Borders to a Shape
        2. Modify Shape Backgrounds
        3. Aligning and Grouping Shapes
        4. Merging Shapes
        5. Object Smart Guides
        6. Apply Styles to a Shape
        7. Create a Custom Shape
        8. Displaying Gridlines for Shapes
        9. Adding Text to Shapes in Columns
    13. Using Digital Ink
    14. Exercise: Working with Images and Shapes
7. Working with Tables and Charts
    1. Inserting a Table
    2. Formatting Tables
    3. Importing Tables from External Sources
    4. Exercise: Working with a Table
    5. Inserting a Chart
    6. Formatting a Chart
        1. Modifying Chart Type
        2. Adding Legends to Charts
        3. Modifying Number of Rows and Columns
    7. Importing Charts from External Sources
    8. Exercise: Working with Charts
8. Finalizing Microsoft PowerPoint Presentations
    1. Checking Spelling
    2. Accessing Different Views of a Presentation
        1. Presenter View
        2. Changing the View to Grayscale
        3. Changing Page Setup Options
    3. Exercise: Viewing the Presentation
    4. Organizing a Presentation in Sections
        1. Inserting Section Headers
    5. Adding Transitions to Slides
        1. Adding Multiple Transitions
        2. Modifying Transition Options
    6. Adding Speaker Notes
    7. Printing Speaker Notes
    8. Running a Slide Show

9. Configuring Slideshow Resolution
10. Printing a Presentation
    1. Printing Selections
    2. Printing in Grayscale
11. Exercise: Finalizing Your Presentation

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Microsoft PowerPoint class:

- 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.

Follow-on Courses

- Advanced Microsoft PowerPoint Training