

Course duration

- 2 days

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!
- Work with themes, styles, footers, and sections to customize your presentation.
- Use the Presentation Masters to ensure consistency throughout your slides, notes, and handouts.
- Add special effects appropriately and professionally.
- Create, edit, and import graphic elements and multimedia.
- Quickly and easily create outlines and handouts for your audience.
- Merge presentations and reuse slides from multiple sources to save time.
- Minimize technical issues when sharing your presentation with remote audiences.
- Embed fonts, compress graphics, and check for compatibility and accessibility for easier distribution.
- Protect your presentation with powerful security features.

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

1. Customizing Presentations

1. Applying a Theme

1. Previewing and Selecting a Theme
2. Customizing a Theme
3. Saving a Custom Theme
4. Setting a Default Theme

2. Applying a Background Style

1. Apply a Built-in Background Style
2. Modify Slide Backgrounds
3. Create and Apply a Background Style

3. Adding a Footer

1. Controlling Page Numbers

4. Arranging and Printing Sections

1. Using Sections
2. Removing Sections
3. Printing Sections

5. Exercise: Adding a Background Image

2. Presentation Masters

1. Working with the Slide Master

2. Slide Layouts

1. Create a Slide Layout

3. Formatting Slide Masters and Layouts

4. Adding a Watermark to Your Presentation

5. Adding Slide Numbers Using the Slide Master

6. Inserting a New Slide Master

7. Preserving a Slide Master

8. Modifying the Notes Master

9. Modifying the Handout Master

10. Adding a Header and Footer to Notes and Handouts

11. Exercise: Using the Slide Master

3. Working with Special Effects

1. Animating Text and Objects

2. Motion Paths

1. Morph Transition

3. Working with the Animation Painter

4. Setting Animation Timing

5. Animating a Chart

1. Zoom for PowerPoint

6. Exercise: Applying Special Effects to a Presentation

4. Using SmartArt

1. Inserting SmartArt Graphics

2. Modifying SmartArt Graphics

3. Resizing/Repositioning a SmartArt Object

1. Resize a SmartArt Shape
2. Reverse Direction

3. Resize a SmartArt Graphic
 4. Reposition a SmartArt Graphic
4. Inserting Text into a SmartArt Object
 1. Creating SmartArt from a List
5. Formatting Text in a SmartArt Object
6. Adding Shapes to a SmartArt Object
7. Ungrouping SmartArt Objects
8. Exercise: Working with SmartArt
5. Multimedia
 1. Creating a Photo Album
 2. Adding Captions
 3. Applying a Theme to Your Album
 4. Customizing an Album
 5. Exercise: Creating and Modifying a Photo Album
 6. Inserting Sounds and Video
 7. Inserting a Sound File
 8. Inserting a Video File
 9. Adjusting Media Window Size
 10. Inserting a YouTube Video
 11. Editing Media Clips
 1. Editing an Audio Clip
 2. Editing a Video Clip
 3. Link to External Media
 12. Exercise: Adding Video to a Presentation
6. Setting up the Slide Show
 1. Setting up a Custom Show
 1. Configuring Slide Show Resolution
 2. Creating a Hyperlink
 3. Adding an Action Button
 4. Jumping to Another Presentation
 5. Exercise: Presenting a Custom Show
 6. Using Rehearse Timings
 7. Navigating within a Slide Show
 8. Annotating a Presentation
 9. Recording a Slide Show
 10. Setting Up a Slide Show to Repeat Automatically
 11. Exercise: Preparing the Slide Show
7. Outlines and Slides
 1. Exporting Notes and Handouts to Word
 1. Setting Handout Print Options
 2. Exporting an Outline to Word
 3. Saving a Presentation as an Outline
 4. Saving a Slide as a Graphic
 5. Exercise: Exporting an Outline to Word
8. Managing Multiple Presentations
 1. Merging Multiple Presentations
 2. Reusing Slides from Other Presentations

3. Viewing Multiple Presentations
4. Tracking Changes in PowerPoint
 1. Discarding Changes from Specific Users
 2. Managing Comments
5. Exercise: Reviewing Changes in PowerPoint
9. Sharing and Securing a Presentation
 1. Sharing a Presentation with a Remote Audience
 2. Embedding the Fonts in a Presentation
 3. Inspecting the Presentation
 1. Removing Presentation Metadata
 4. Using Comments
 1. Checking for Accessibility Issues
 2. Checking for Compatibility Issues
 5. Packaging a Presentation for CD
 6. Using the PowerPoint Viewer
 7. Exercise: Sharing a Presentation
 8. Encrypting a Presentation
 9. Adding a Digital Signature
10. Marking a Presentation as Final
11. Compressing Pictures
12. Sending a Presentation in PDF Format
13. Exercise: Securing a 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.