

Microsoft® Office PowerPoint

Boot Camp

Microsoft PowerPoint is used to create electronic slideshow presentations. After taking this course, you will understand file management tools; research features; themes and backgrounds; transitions; animations; all types of graphics (including shapes, tables, charts, SmartArt, pictures, Clip Art, photo albums, and screenshots); and an overview of some exciting new photo editing tools.

Other highlights of the course include adding audio, video, and other enhancements to presentations. We'll discuss creating different types of masters as well as cover the reviewing process.

Audience:

Anyone who wishes to build or deliver powerful, effective presentations using Microsoft Office PowerPoint! This course requires the following prerequisites:

- User Knowledge of Microsoft Windows XP or Vista.
- Knowledge of Microsoft PowerPoint or previous presentation delivery experience helpful but not necessary.

Duration: 2 days

Skills Taught

Section 1

- Starting Out
- Creating a Presentation
- Working with Your Presentation
- Arranging Slides
- Getting Help in PowerPoint

Section 2

- Creating Presentations
- Using Templates
- Advanced Text Tools

Section 3

- Printing and Viewing Your Presentation
- Preparing Your Presentation
- Printing Your Presentation

Section 4

- Managing PowerPoint Files
- Using Windows Explorer within PowerPoint

Section 5

- Adding the Finishing Touches
- Creating Advanced Animations

Section 6

- Adding Art to Your Presentation
- Advanced Shape Tasks

Section 7

- Working with Pictures
- Editing Pictures
- Formatting Pictures
- Managing Pictures

Section 8

- Adding Diagrams, Charts, and Tables
- Editing Tables
- Formatting Tables
- Formatting SmartArt

Section 9

- Adding Multimedia to a Presentation
- Inserting Video Files
- Editing Video Files

Section 10

- Setting up Slide Masters
- Creating a Slide Master
- Using Placeholders
- Using Slide Masters
- Using Handout Masters
- Using Notes Masters

Section 11

- Creating Advanced Types of Shows
- Advanced Presentation Techniques