

Microsoft® Office PowerPoint Fundamentals

Microsoft Office PowerPoint is Microsoft's powerful and easy-to-use presentation program. This new version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible. This Foundation level is intended to help all novice computers get up to speed quickly. This manual will also help more experienced users who have little to no experience with PowerPoint and the ribbon interface.

Highlights of the course include information on using the new sections feature, a complete overview of the PowerPoint tabs, information on how to use PowerPoint templates to get started quickly, and details on various slide show tools.

Audience:

Anyone who requires an introduction to Microsoft Office PowerPoint.

Duration: 1 day

Skills Taught

Section 1

- Section 1
- Starting Out
- Creating a Presentation
- Getting Help in PowerPoint

Section 2

- Understanding and Customizing the PowerPoint Interface
- The Quick Access Toolbar
- Tabs and Groups

Section 3

- Creating Presentations
- Basic Editing Tools

Section 4

- Printing and Viewing Your Presentation
- Using Layouts and Views
- Viewing a Slide Show

Section 5

- Adding the Finishing Touches
- Using Themes and Backgrounds
- Creating Slide Transitions
- Creating Basic Animations

Section 6

- Adding Art to Your Presentation
- Drawing Shapes
- Working with Shapes

Section 7

- Working with Pictures
- Inserting Pictures
- Doing More with Pictures

Section 8

- Adding Diagrams, Charts, and Tables
- Inserting Tables
- Inserting Charts
- Inserting SmartArt

Section 9

- Adding Multimedia to a Presentation
- Inserting Audio Files

Section 10

- Creating Advanced Types of Shows
- Setting up Your Show
- Presenting Your Show