

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Introduction to Microsoft PowerPoint
Course Length:	1 day
Prerequisite:	Basic Computer Skills
Class Outline:	<ol style="list-style-type: none">1. Displaying a Slide Show<ol style="list-style-type: none">1.1. Presentation Methods1.2. Presenting using Mouse & Keyboard Shortcuts1.3. Working with Presenter View Using Multiple Monitors2. Creating and Editing a Presentation<ol style="list-style-type: none">2.1. Inserting and Deleting Slides2.2. Selecting a Layout2.3. Inserting, Editing and Formatting Text2.4. Moving and Copying Text2.5. Outline Levels with Bullets and Numbers2.6. Formatting Bullets and Numbers2.7. Adding Speaker Notes3. Working with Objects<ol style="list-style-type: none">3.1. Inserting and Formatting ClipArt3.2. Inserting and Formatting Pictures and Graphics Files3.3. Inserting Screenshots3.4. Inserting and Formatting Shapes3.5. Diagramming by Connecting Shapes3.6. Align and Distribute Objects3.7. Flip, Rotate and Stack Objects3.8. Grouping and Ungrouping Objects4. Working with Charts and Smart Art<ol style="list-style-type: none">4.1. Inserting a Chart and Chart Data4.2. Changing Chart Type4.3. Adding Chart Elements4.4. Changing Chart Options4.5. Inserting SmartArt4.6. Working with SmartArt Elements and Formatting SmartArt5. Finalizing a Presentation<ol style="list-style-type: none">5.1. Using Slide Sorter View to Organize the Presentation5.2. Use Themes, Color Schemes, and Font Schemes5.3. Applying Design Templates5.4. Applying Transitions5.5. Printing Handouts