

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Introduction to Microsoft PowerPoint</b>
<b>Course Length:</b>	1 day
<b>Prerequisite:</b>	Basic Computer Skills
<b>Course Description:</b>	Topics include running a presentation, working with views, text slides, formatting text, using drawing tools, aligning objects, snap to grid, guides, grouping, ordering, inserting and manipulating graphics, adding bar, line and pie charts, organization charts, applying design templates, adding transitions and timings, using notes pages and printing handouts.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Running a Presentation<ol style="list-style-type: none"><li>1.1. Presenting using the Mouse</li><li>1.2. Presenting using the Keyboard</li><li>1.3. Using Slide, Outline, Slide Sorter and Notes Page View</li></ol></li><li>2. Working with Text Slides<ol style="list-style-type: none"><li>2.1. Creating Slides in Slide View</li><li>2.2. Creating Slides in Outline View</li><li>2.3. Using and Editing Bulleted Lists</li><li>2.4. Moving Text</li><li>2.5. Formatting Text</li><li>2.6. Formatting Bullet Characters</li></ol></li><li>3. Working With Drawings and ClipArt<ol style="list-style-type: none"><li>3.1. Using the Drawing and Diagramming Tools</li><li>3.2. Rotating Objects</li><li>3.3. Working with Shadow and Fills</li><li>3.4. Inserting Text into Objects</li><li>3.5. Changing the Stacking Order</li><li>3.6. Grouping and Ungrouping Objects</li><li>3.7. Using the Format Painter</li><li>3.8. Aligning Objects with Snap to Grid and Guides</li><li>3.9. Inserting and Formatting ClipArt</li></ol></li><li>4. Creating Charts and Graphs<ol style="list-style-type: none"><li>4.1. Using the Chart Window: Column, Line and Pie Graphs</li><li>4.2. Changing Chart Type</li><li>4.3. Adding Chart Elements</li><li>4.4. Changing Chart Options</li><li>4.5. Creating Organization Charts</li></ol></li><li>5. Using Color Schemes and Design Templates<ol style="list-style-type: none"><li>5.1. Using Slide Sorter View to Organize the Presentation</li><li>5.2. Creating Custom Backgrounds and Color Schemes</li><li>5.3. Applying Design Templates</li></ol></li><li>6. Finalizing the Presentation<ol style="list-style-type: none"><li>6.1. Applying Transitions</li><li>6.2. Setting Transition Timings</li><li>6.3. Printing Handouts</li></ol></li></ol>