



## Course 141 – Microsoft PowerPoint Essentials

Duration: 1 day

### Course Benefits

PowerPoint is Microsoft's powerful and easy-to-use presentation program. This Microsoft PowerPoint course is intended to help all novice computer users get up to speed with PowerPoint quickly. The course covers different features of the interface; show users how to create, save, and present a basic presentation; cover the basics of formatting; and discuss how to add multimedia to a presentation.

### Course Content

#### Getting Started with PowerPoint

- Navigate the PowerPoint environment
- Create and save a PowerPoint presentation
- Use PowerPoint help

#### Developing a PowerPoint Presentation

- Select a presentation type
- Build a presentation
- Lay out a presentation
- Edit presentation text
- View and navigate a presentation

#### Performing Advanced Text Editing

- Format characters
- Format paragraphs
- Format text boxes

#### Adding Graphical Elements to Your Presentation

- Insert images
- Insert shapes
- Insert WordArt

#### Modifying Objects in Your Presentation

- Edit objects
- Format objects
- Group objects
- Arrange objects
- Animate objects

#### Adding Tables to Your Presentation

- Create a table
- Format a table
- Insert a table from other Microsoft Office applications

#### Adding Charts to Your Presentation

- Create a chart
- Format a chart
- Manipulate a chart
- Insert a chart from Microsoft Excel

#### Preparing to Deliver Your Presentation

- Review your presentation
- Apply transitions
- Print your presentation
- Deliver your presentation



## About ActiveLearning, Inc.

**ActiveLearning** is a trusted provider of IT training and certifications. It has helped thousands of organizations by equipping their teams with the IT skills necessary to implement their digital transformation initiatives.

Founded in 2006, ActiveLearning now offers a comprehensive training portfolio, including ITIL, agile, cybersecurity, web development, UX, cloud computing, and more. ActiveLearning's courses are taught by expert instructors. Attendees enjoy learning through a combination of comprehensive instructor-led lectures and hands-on exercises. With ActiveLearning's Virtual Labs, attendees can remotely access a virtual machine that's already preconfigured with all the software tools that they will use throughout the course.