



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



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