

Microsoft PowerPoint Level 1



Days of Training: 1

Prerequisites:

The course assumes you know how to use a computer, and that you are familiar with Microsoft Windows. It does not assume that you have used a different version of PowerPoint or any other presentation program before.

Audience:

You will benefit most from this course if you want to accomplish basic workplace tasks in PowerPoint, or if you want to have a solid foundation for continuing to master PowerPoint.

Course Description:

Our Microsoft PowerPoint Level 1 course provides the basic concepts and skills that you need to start being productive with Microsoft PowerPoint: How to create, navigate, format, and customize PowerPoint presentations.

OUTLINE:

CHAPTER 1: FUNDAMENTALS

- Module A: Exploring the PowerPoint environment

CHAPTER 2: CREATING A PRESENTATION

- Module A: Creating a presentation
- Module B: Creating and modifying slide content

CHAPTER 3: FORMATTING

- Module A: Working with slide masters and layouts
- Module B: Formatting slides and text

CHAPTER 4: WORKING WITH SHAPES AND IMAGES

- Module A: Creating and formatting shapes
- Module B: Working with images

CHAPTER 5: WORKING WITH CHARTS AND TABLES

- Module A: Working with charts
- Module B: Working with tables

CHAPTER 6: CUSTOMIZATION

- Module A: Slide transitions
- Module B: Additional text options
- Module C: Printing