

PowerPoint Basics

COURSE DESCRIPTION

This hands-on course introduces the basic features of Microsoft PowerPoint and important concepts needed to design and create professional presentations. Topics covered in the course include creating, editing, saving, sharing, and printing PowerPoint presentations.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Design, create, and edit business-related PowerPoint presentations
2. Add images and other graphical elements to a presentation
3. Modify objects in a presentation
4. Add tables and charts to a presentation
5. Add animations and transitions to a presentation
6. Set up and start a slide show
7. Save and share presentations
8. Print presentations
9. Create handouts

COURSE INSTRUCTOR

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Course handouts are available at

https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Introduction to Microsoft PowerPoint

- Overview of PowerPoint
- Exploring the PowerPoint window
- Getting help

Creating and Editing PowerPoint Presentations

- Creating presentations from templates
- Creating original presentations
- Opening, viewing, and navigating presentations
- Navigating and modifying presentation and master views
- Adding, editing, and deleting text
- Adding, formatting, and deleting text boxes
- Adding, moving, and deleting new slides
- Moving slides
- Deleting slides
- Checking spelling and accessibility

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Adding Graphical Elements

- Inserting, editing, and deleting images
- Inserting, editing, and deleting shapes
- Creating and editing bulleted and numbered lists

Adding Tables and Charts

- Creating basic tables and charts
- Modifying tables and charts
- Inserting tables and charts from Microsoft Excel and Word

Adding Transitions and Animations

- Exploring and using transitions and animations
- Selecting transitions and animations
- Managing slide timing
- Adjusting margins
- Working with page and section breaks
- Inserting headers and footers
- Changing page orientation

Setting Up and Starting a Slide Show

- Hiding slides
- Using and rehearsing timings
- Recording slide shows
- Using advanced slide show options
- Starting slide shows from the beginning or from current slide
- Presenting a slide show online
- Creating a custom slide show
- Changing monitor settings

Saving and Sharing Presentations

- Understanding the Save As options
- Saving presentations as an Adobe PDF
- Sharing presentations via Microsoft OneDrive
- Sending presentations as email attachments

Printing Presentations and Handouts

- Adding header and footer information
- Changing print preferences
- Using print preview
- Printing entire presentations
- Printing selected slides
- Printing handouts
 - Framing slides
 - Printing multiple slides per page
 - Printing notes pages

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