



Microsoft Office PowerPoint: Introduction

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within our Introduction to Microsoft PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch.

Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.

In this course, you will:

- Identify the basic features and functions of PowerPoint
- Develop a PowerPoint presentation
- Perform advanced text editing
- Add graphical elements to a presentation
- Modify objects in a presentation
- Add tables to a presentation
- Add charts to a presentation
- Prepare to deliver a presentation

Course Length: 1 day

Course Content

Getting Started with PowerPoint

Navigate the PowerPoint Environment
Create and Save a PowerPoint Presentation
Use Help

Developing a PowerPoint Presentation

Select a Presentation Type
View and Navigate a Presentation
Edit Text
Build a Presentation

Performing Advanced Text Editing

Format Characters
Format Paragraphs
Format Text Boxes

Adding Graphical Elements to Your Presentation

Insert Clip Art and Images
Insert Shapes

Modifying Objects in Your Presentation

Edit Objects
Format Objects
Group Objects
Arrange Objects
Animate Objects



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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

Insert a Chart from Microsoft Excel

Preparing to Deliver Your Presentation

Review Your Presentation

Apply Transitions

Print Your Presentation

Deliver Your Presentation

Q&A