



MICROSOFT POWERPOINT

Students will learn to prepare an effective presentation using PowerPoint features such as slide shows, animations, transitions, sound, images, charts, WordArt, SmartArt, tables and lots more.

In addition, students will learn to format a slide with background color, themes, object color, outline and fills. Students will be asked to create a presentation for the class with all the tools that they have learned.

COURSE OUTLINE:

- Getting Started with PowerPoint
- Creating a Basic Presentation
- Formatting Text on Slides
- Adding Graphical Objects to a Presentation
- Modifying Graphical Objects in Presentations
- Working with Tables
- Working with Charts
- Presentation techniques – Practice your presentation skills.
- Customizing the PowerPoint Environment
- Customizing a Design Template
- Adding SmartArt Graphics to a Presentation
- Adding Special Effects to a Presentation
- Customizing a Slide Show
- Collaborating on a Presentation
- Securing and Distributing a Presentation