

# PowerPoint Level 1

<b>Audience</b>	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of PowerPoint or presentation/graphics programs is required.
<b>Description</b>	This course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with the PowerPoint program. Creating a presentation is covered by developing a single case study presentation. Students create and edit text slides, format the presentation with the Slide Master, use the PowerPoint views to rearrange the presentation, add graphics and Clip Art to slides, and present a slide show.
<b>Objectives</b>	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none"><li>■ create a new presentation and open an existing one,</li><li>■ create title and bulleted list slides,</li><li>■ save and close a presentation,</li><li>■ print the presentation, individual slides, or handouts,</li><li>■ edit text slides,</li><li>■ spell check the presentation,</li><li>■ move and copy text within the presentation,</li><li>■ use the Slide Master to format text,</li><li>■ view the presentation in different ways,</li><li>■ add notes to the presentation,</li><li>■ add graphics such as circles, lines, and boxes to a slide,</li><li>■ insert and modify Clip Art,</li><li>■ use a template to format a presentation,</li><li>■ prepare a slide show using transitions and animation effects,</li><li>■ add a graph to a slide using Microsoft Graph (optional).</li></ul>
<b>Length</b>	1 day
<b>Beyond this Level</b>	When you have successfully completed this class, the next class you should consider is PowerPoint Level 2. In this course, you will work with design templates, add special effects to a slide show, insert embedded and linked objects, use add-in programs for WordArt, charts, diagrams, and tables, use workgroup editing tools to track and review presentations, and use email and built-in web features. Be sure to leave time for practice before registering for the next level.



## **I. Creating Text Slides**

- A. What is PowerPoint?
- B. Starting PowerPoint
- C. Understanding the Screen
- D. Understanding Views
- E. Using Toolbars and the Task Pane
- F. What is an Object?
- G. Beginning the Presentation
- H. Creating a New Slide
- I. Moving Around the Presentation
- J. Selecting and Editing Text
- K. Saving the Presentation
- L. Printing the Presentation
- M. Closing a Presentation
- N. Opening a Presentation
- O. Creating a New Presentation
- P. Using Help
- Q. Exiting PowerPoint

## **II. Editing & Formatting Text Slides**

- A. Spell Checking a Presentation
- B. Using AutoCorrect
- C. Using the Office Clipboard
- D. Moving and Copying Text
- E. Finding and Replacing Text (Optional)
- F. Formatting Text
- G. Understanding Format Defaults
- H. Working with the Slide Master
- I. Creating a Footer
- J. Positioning the Paragraph
- K. Changing the Bullets

## **III. Viewing and Printing the Presentation**

- A. Using Different Presentation Views
- B. Working in the Outline Tab
- C. Using Slide Sorter View
- D. Adding Notes to Slides
- E. Using the Notes Master
- F. Printing Slides with Notes

- G. Printing Slides as Handouts

## **IV. Adding Graphics to Slides**

- A. Using the Drawing Tools
- B. Adjusting an Object's Size and Position
- C. Changing the Shape of an Object
- D. Changing the Attributes of a Drawing
- E. Adding Text to an Object
- F. Arranging Overlapping Objects
- G. Moving and Copying an Object
- H. Adding Clip Art to a Slide
- I. Editing Clip Art

## **V. Finalizing a Presentation**

- A. Using Templates in a Presentation
- B. Applying Different Color Schemes
- C. Using a Presentation as a Template (Optional)
- D. Understanding the Style Checker
- E. Giving a Slide Show
- F. Setting Transition Effects
- G. Applying Preset Animations
- H. Using Package for CD

## **VI. Graphing With MS Graph (Optional)**

- A. Creating a Graph
- B. Entering Data for Graphing
- C. Changing the Chart Type
- D. Formatting Elements in the Graph
- E. Inserting the Chart Title