

Microsoft PowerPoint Level I

Covers the basic skills, including: exploring the PowerPoint 2016 interface and familiarizing yourself with the interface, creating a presentation, formatting text on slides, adding graphical objects to a presentation, modifying graphical objects on slides, working with tables in a presentation, importing charts to a presentation, and preparing to deliver a presentation

Course Outline

Introduction

- User Interface
- File Management

Creating Presentation

- Adding Text Using Outline View
- Adding Slides

Images

- Getting Images
- Placing Images
- Adjusting/Styling Images

SmartArt

- Building Diagrams
- Styling Diagrams
- Converting Bullet Lists to SmartArt

Shapes

- Creating Shapes
- Styling Shapes
- Adding Text to Shapes
- Adjusting Shapes
- Text Boxes
- Connectors

Layered Objects

- Aligning
- Distributing
- Grouping

Tables

- Creating Tables
- Designing Tables

Charts

- Creating Charts
- Designing Charts
- Saving Chart Templates

Proofing and Editing

- Spell Check
- Using Slide Sorter View
- Printing




Animation

- Slide Transitions
- Slide Animations

Running a Presentation

- Starting and Stopping a Presentation
- Presenting to an Audience
- Navigating
- Annotating
- Using Speaker Notes
- Using Presenter View

Contact

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