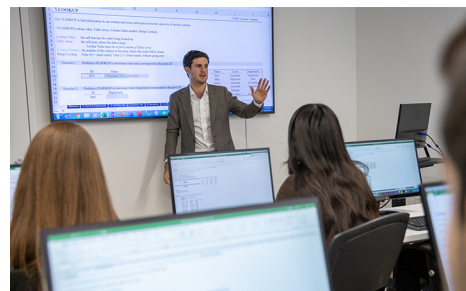


# PowerPoint Bootcamp

Become a PowerPoint pro in just two days in our intensive PowerPoint Bootcamp. Learn the basics of the PowerPoint application and creating simple presentations on Day 1. Add multimedia, record slides, and create custom shows on Day 2. You'll learn everything you need to deliver high-quality presentations.

**Group classes in NYC and on-site training is available for this course.**

For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: [careercenters.com/courses/powerpoint-bootcamp-nyc](https://careercenters.com/courses/powerpoint-bootcamp-nyc)



[nyc@careercenters.com](mailto:nyc@careercenters.com) • [212-684-5151](tel:212-684-5151)

## Course Outline

This package includes these courses

- Microsoft PowerPoint Level I
- Microsoft PowerPoint Level II

## PowerPoint for Business

### 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

## **Advanced PowerPoint for Business**

### **Designing**

- Slide Masters
- Themes and Templates

### **Collaborating**

- Using Outlines
- Reusing Slides

### **Commenting**

- Adding Comments
- Replying to Comments

## **Navigation**

- Hyperlinks
- Action Buttons

## **Using Multimedia**

- Video
- Audio

## **Charts from Excel**

- Paste
- Paste Special Paste
- Paste Special Paste Link

## **Tables from Excel**

- Paste
- Paste Special Paste
- Paste Special Paste Link

## **Custom Shows**

- Building Custom Shows
- Running Custom Shows

## **Recording a Slideshow**

- Slide Timings
- Narration