

Course Outline

Microsoft PowerPoint Beginner



Duration: 1 day (6 hours)

Learning Objectives:

This ILT Series course covers the basic functions and features of PowerPoint 2013. After an introduction to PowerPoint's window components, students will open and run a presentation and switch between views. They'll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they'll learn how to proof a presentation, create speaker notes, and present and share their presentations.

Topics Covered:

- Unit 1: Getting started
 - Topic A: The PowerPoint interface
- Unit 2: Creating presentations
 - Topic A: Creating a basic presentation
 - Topic B: Working with slides
 - Topic C: Templates and themes
- Unit 3: Editing slide content
 - Topic A: Formatting text and lists
 - Topic B: Editing efficiently
- Unit 4: Working with shapes
 - Topic A: Creating shapes
 - Topic B: Formatting shapes
 - Topic C: Applying content to shapes
- Unit 5: Graphics
 - Topic A: WordArt
 - Topic B: Pictures
- Unit 6: Tables and charts
 - Topic A: Tables
 - Topic B: Charts
 - Topic C: SmartArt
- Unit 7: Preparing and printing presentations
 - Topic A: Proofing presentations
 - Topic B: Preparing a presentation
 - Topic C: Printing presentations