

Course duration

- 8.0 hours

Course Benefits

- Start and end a PowerPoint session.
- Edit a presentation.
- Create different types of slides.
- Use the Outline tab.
- Add Clipart to a slide.
- Format slides and use templates.
- Use the Slide Sorter to reorganize a presentation.
- Apply Tables and Charts to a presentation.
- Print various components of a presentation.
- Run a slide show.

Available Delivery Methods

Self-Paced

Learn at your own pace with 24/7 access to an On-Demand course.

Course Outline

1. Creating a PowerPoint Presentation
 1. Starting Microsoft PowerPoint
 2. Normal View
 3. Creating a Presentation
 4. Saving a Document
 1. Maintain Backward Compatibility
 5. Importing a File
 6. The Status Bar
 7. Closing a Presentation
 8. Exercise: Creating a Microsoft PowerPoint Presentation
2. The Ribbon
 1. The Ribbon
 2. Tabs
 3. Groups
 4. Commands

5. Exercise: Exploring the Ribbon
3. The Quick Access Toolbar
 1. Adding Common Commands
 2. Adding More Commands with the Customize Dialog Box
 3. Adding Ribbon Commands or Groups
 4. Placement
 5. Exercise: Customizing the Quick Access Toolbar
4. The Backstage View (The File Menu)
 1. Introduction to the Backstage View
 2. Opening a Presentation
 3. Exercise: Opening a Presentation
 4. New Presentations and Presentation Templates
 5. Exercise: Creating an Agenda Using a Template
 6. Modifying Presentation Properties
 7. Adding Your Name to Microsoft PowerPoint
5. Formatting Microsoft PowerPoint Presentations
 1. Selecting a Slide Layout
 2. Adding Text
 3. Adding Text from a Text File or Word Outline
 4. Editing Text
 5. Formatting Text
 6. Formatting Text as WordArt
 7. Creating Bulleted and Numbered Lists
 8. Formatting Text Placeholders
 1. Formatting Text into Columns
 9. Adding Slides to a Presentation
 1. Duplicating an Existing Slide
 2. Deleting Slides
 3. Hiding Slides
 10. Arranging Slides
 11. Exercise: Formatting Text
6. Working with Images
 1. Adding Images to a Slide
 2. Inserting a Picture
 3. Inserting Clip Art
 4. Capturing and Inserting a Screenshot
 5. Editing an Image
 6. Formatting Images
 1. Adding Effects to an Image
 7. Applying a Style and Cropping an Image
 8. Grouping and Ungrouping Images
 9. Arranging Images
 10. Adding Shapes
 1. Apply Borders to a Shape
 2. Modify Shape Backgrounds
 3. Aligning and Grouping Shapes
 4. Apply Styles to a Shape

- 5. Create a Custom Shape
- 6. Displaying Gridlines for Shapes
- 7. Adding Text to Shapes in Columns
- 11. Exercise: Working with Images and Shapes
- 7. Working with Tables and Charts
 - 1. Inserting a Table
 - 2. Formatting Tables
 - 3. Importing Tables from External Sources
 - 4. Exercise: Working with a Table
 - 5. Inserting a Chart
 - 6. Formatting a Chart
 - 1. Modifying Chart Type
 - 2. Adding Legends to Charts
 - 3. Modifying Number of Rows and Columns
 - 7. Importing Charts from External Sources
 - 8. Exercise: Working with Charts
- 8. Finalizing Microsoft PowerPoint Presentations
 - 1. Checking Spelling
 - 2. Accessing Different Views of a Presentation
 - 1. Changing the View to Grayscale
 - 2. Changing Page Setup Options
 - 3. Exercise: Viewing the Presentation
 - 4. Organizing a Presentation in Sections
 - 1. Inserting Section Headers
 - 5. Adding Transitions to Slides
 - 1. Adding Multiple Transitions
 - 2. Modifying Transition Options
 - 6. Adding Speaker Notes
 - 1. Printing Speaker Notes
 - 7. Running a Slide Show
 - 1. Configuring Slideshow Resolution
 - 8. Printing a Presentation
 - 1. Printing Selections
 - 2. Printing in Grayscale
 - 9. Exercise: Finalizing Your Presentation
- 9. Microsoft PowerPoint Features that Were New in 2013
 - 1. Presenter View Changes
 - 2. Object Smart Guides
 - 3. Exercise: Using PowerPoint Smart Guides
- 10. Features New in 2016
 - 1. The Tell Me Tab
 - 2. Exercise: Using PowerPoint Tell Me

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Microsoft PowerPoint class:

- Familiarity with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Follow-on Courses

- [Advanced Microsoft PowerPoint 2016 Training](#)