Microsoft PowerPoint 1
Onsite or Virtual – 1 day, 8 hours – Optimum Class Size, 8-12

Training Description

In the PowerPoint 1 training course, participants will learn key skills to create engaging and dynamic PowerPoint presentations. Participants will learn how to edit, format, and customize PowerPoints, allowing them to create presentations that fit the specific needs of their organization. PowerPoint 1 is intended for administration professionals or anyone intending to improve their Microsoft Suite skills. This course can be delivered in person or virtually.

Training Objective

Participants will learn to independently apply skills such as creating, editing, and formatting to create clear and accessible multimedia presentations.

Skill Attainment

- Create and deliver engaging PowerPoint presentation
- Identify basic features and functions of PowerPoint
- Perform text formatting
- Add and arrange graphical elements

Agenda

1 - GETTING STARTED WITH POWERPOINT
- Topic A: Navigate the PowerPoint Environment
- Topic B: View and Navigate a Presentation
- Topic C: Create and Save a Basic Presentation
- Topic D: Navigate in PowerPoint for the Web
- Topic E: Use PowerPoint Help

2 - DEVELOPING A POWERPOINT PRESENTATION
- Topic A: Create Presentations
- Topic B: Edit Text
- Topic C: Work with Slides
- Topic D: Design a Presentation

3 - FORMATTING TEXT
- Topic A: Format Characters
- Topic B: Format Paragraphs

4 - ADDING AND ARRANGING GRAPHICAL ELEMENTS

- Topic A: Insert Images
- Topic B: Insert Shapes
- Topic C: Create SmartArt
- Topic D: Insert Icons and 3D Models
- Topic E: Size, Group, and Arrange Objects

5 - MODIFYING GRAPHICAL ELEMENTS

- Topic A: Format Images
- Topic B: Format Shapes
- Topic C: Customize SmartArt
- Topic D: Format Icons
- Topic E: Format 3D Models
- Topic F: Animate Objects

6 - PREPARING TO DELIVER YOUR PRESENTATION

- Topic A: Review Your Presentation
- Topic B: Apply Transitions
- Topic C: Print or Export a Presentation
- Topic D: Deliver Your Presentation