

Beginner Microsoft PowerPoint

Course Overview

The PowerPoint class concentrates on the most common topics we see NYC businesses using on a daily basis. When you are finished with this class you will be able to create a reusable PowerPoint Template, make an easily updatable, engaging, consistent presentation, deliver a presentation without difficulty, feel comfortable with importing slides from other presentations, movies, images, smart art & word outlines, be the "go to" person for PowerPoint questions in your office and collaborate on presentations. This class is perfect for those seeking to feel comfortable with most PowerPoint office tasks, those looking to interview for positions that require an advanced user level in PowerPoint, and those going into the Administrative, Advertising, Marketing or Business industries.

I. Introduction

- 1) User Interface
- 2) File Management

II. Creating Presentation

- 3) Adding Text Using Outline View
- 4) Adding Slides

III. Images

- 5) Getting Images
- 6) Placing Images
- 7) Adjusting/Styling Images

IV. SmartArt

- 8) Building Diagrams
- 9) Styling Diagrams
- 10) Converting Bullet Lists to SmartArt

V. Shapes

- 11) Creating Shapes
- 12) Styling Shapes
- 13) Adjusting Shapes
- 14) Text Boxes
- 15) Connectors

VI. Layered Objects

- 16) Aligning
- 17) Distributing
- 18) Grouping

VII. Tables

- 19) Creating Tables
- 20) Designing Tables

VIII. Charts

- 21) Creating Charts
- 22) Designing Charts
- 23) Saving Chart Templates

IX. Proofing and Editing

- 24) Spell Check
- 25) Using Slide Sorter View
- 26) Printing

X. Animation

- 27) Slide Transitions
- 28) Slide Animations

XI. Running a Presentation

- 29) Starting and Stopping a Presentation
- 30) Presenting to an Audience
- 31) Navigating
- 32) Annotating
- 33) Using Speaker Notes
- 34) Using Presenter View