

PowerPoint Level 1

Course Description

Students will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint. Students will learn how to create and edit bullet slides, use PowerPoint's drawing tools, incorporate clip art and WordArt, create and enhance organization charts, and create and edit charts by using Microsoft Graph.

Prerequisites

Computers for Beginners or equivalent knowledge.

What Next?

PowerPoint Level 1 is the first course in this series. PowerPoint Level 2, the next course in this series, teaches students how to work with templates and multimedia, how to customize toolbars, how to use the AutoCorrect and Style Check features, and how to collaborate on the Web.

Course Content

Lesson 1: Introduction to PowerPoint

- Opening a Presentation
- Exploring the PowerPoint Window
- Exploring Different PowerPoint Views

Lesson 2: Beginning a Presentation

- Creating Title and Bullet Slides
- Creating Slides in Outline View
- Modifying Slide Text
- Checking Spelling

Lesson 3: Drawing Tools

- Working with Drawing Tools
- Working with Text and Drawn Objects
- Enhancing Drawn Objects

Lesson 4: Clip Art and WordArt

- Using Clip Art
- Inserting a Table
- Using WordArt

Lesson 5: Organization Charts and Microsoft Graph

- Creating an Organization Chart
- Organization Chart Options
- Orientation to Microsoft Graph
- Editing a Column Chart

Lesson 6: Templates and the Slide Master

- Selecting a Template
- Changing Text and Bullets in the Slide Master
- Removing Slide Master Objects and Adding a Footer

Lesson 7: Slide Shows, Output, and Presentation Options

- Slide Show Options
- Adding Transitions and Animation to a Slide Show
- Running a Manual and an Automatic Slide Show
- Working with Notes
- Printing a Presentation

Lesson 8: Preparing Presentations for the Web

- Using the AutoContent Wizard
- Saving Presentations for Internet Delivery and Viewing