

PowerPoint: Module I

This instructor-led course presents the basic concepts of PowerPoint. Students will be introduced to PowerPoint features and the steps required to use the features correctly. The Learning Guide includes a CD containing the exercise files used in class.

Course Length: 1 day

Prerequisites: General knowledge of Windows

What's in PowerPoint Module I?

This course teaches students how to create, modify, format, build and run PowerPoint slide shows, as well as use WordArt, ClipArt, and graphic objects.

Why do I need PowerPoint Module I?

- ✔ Provides skills necessary to become MOUS certified.
- ✔ Provides students with an overview of PowerPoint features.
- ✔ Provides hands-on experience using PowerPoint.

Course Outline

Lesson 1: *Getting Started with PowerPoint*

- ✔ Starting PowerPoint and Opening Presentations
- ✔ Exploring Toolbars and Menus
- ✔ Using the Office Assistant
- ✔ Working with Slides in Different Views
- ✔ Manually Running a Slide Show
- ✔ Closing Presentations and Exiting PowerPoint

Lesson 2: *Creating Presentations*

- ✔ Creating New Presentations
- ✔ Adding Text to Slides
- ✔ Adding New Slides
- ✔ Changing Slide Layouts
- ✔ Selecting and Inserting Text Boxes
- ✔ Saving Presentations

Lesson 3: *Editing Presentations*

- ✔ Modifying Slides
- ✔ Adding New Slides to an Existing Presentation
- ✔ Rearranging, Copying & Deleting Slides
- ✔ Moving and Copying Text
- ✔ Using the Clipboard
- ✔ Using Drag-& Drop to Move/Copy Text
- ✔ Deleting Text
- ✔ Finding and Replacing Text
- ✔ Modifying Bullets & Bullet Characters
- ✔ Using Graphic Bullets
- ✔ Using Numbers in Slides

Lesson 4: *Formatting Text*

- ✔ Changing Text Attributes
- ✔ Replacing Fonts Throughout a Presentation
- ✔ Setting Indents and Tabs
- ✔ Changing Text Alignment

Lesson 5: *Printing Presentations*

- ✔ Previewing Slides
- ✔ Printing Slides
- ✔ Changing Slide Orientation

- ✔ Printing Handouts

Lesson 6: *Working with Proofing Tools*

- ✔ Checking Spelling
- ✔ Checking for Style Consistency
- ✔ Using AutoCorrect

Lesson 7: *Working with Objects*

- ✔ Drawing Objects
- ✔ Modifying & Resizing Objects
- ✔ Adding Text to Object Using a Text Box
- ✔ Applying Line Colors and Style
- ✔ Applying Fills
- ✔ Inserting AutoShapes
- ✔ Arranging Objects
- ✔ Moving and Duplicating Objects
- ✔ Deleting Objects
- ✔ Rotating & Flipping Objects
- ✔ Layering & Grouping Objects

Lesson 8: *Using WordArt and ClipArt*

- ✔ Using WordArt
- ✔ Inserting & Editing WordArt
- ✔ Adding a Gradient Fill
- ✔ Inserting ClipArt
- ✔ Recoloring ClipArt

Lesson 9: *Building Slide Shows*

- ✔ Expanding Slides
- ✔ Using the Slide Finder
- ✔ Creating Summary Slides
- ✔ Adding Transition Effects
- ✔ Adding Animation Effects
- ✔ Using Preset Animation Effects
- ✔ Using Custom Animation Effects

Lesson 10: *Running Slide Shows*

- ✔ Hiding Slides
- ✔ Controlling Slide Shows
- ✔ Using Keyboard Keys
- ✔ Using On-Screen Navigation Tools
- ✔ Annotating Slides
- ✔ Using the PowerPoint Viewer