

# **COURSE DESCRIPTION**

## **INTRODUCTION**

### **MICROSOFT POWERPOINT**

#### **Course Description**

This course teaches students to understand and use the features of Microsoft PowerPoint. It is designed for new users.

#### **Course Objectives**

After completing this course, you should be able to:

- Introduction to PowerPoint
- Beginning a presentation
  - Creating a title and bullet slide in Slide view and in Outline view
- Using PowerPoint Help
- Drawing Tools
  - Working with drawing tools, Working with text and drawn objects, Enhancing drawn objects
- Clip art and WordArt
- Organization charts
  - Creating an organization chart
  - Organization-chart options
- Graphs
- Templates and the Slide Master
- PowerPoint Wizards
- Slide shows: Slide-show options
  - Adding transitions and builds to a slide show
  - Running a manual and automatic slide show
- Output and presentation options
  - Working with speaker notes
  - Printing a presentation

#### **Skills to be Learned**

Becoming familiar with PowerPoint screen and views

Working with drawing tools, ClipArt, and WordArt

Creating an organization chart

Creating a column graph by using Microsoft Graph

Select and applying a template to a presentation

Working with Wizards, and running the slide show