

# Microsoft Office – PowerPoint

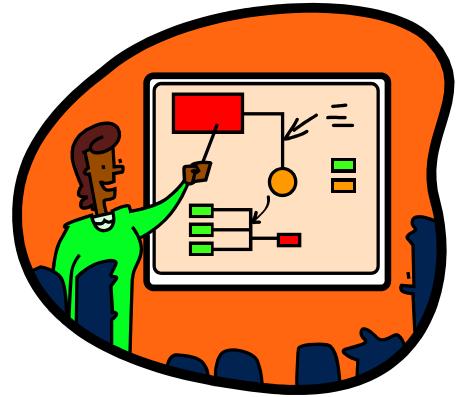
## Course Goal:

Participants will use Microsoft Office PowerPoint to create and display multimedia presentations.

## Learning Objectives:

After successful completion of this course, students will be able to:

- Build presentations for sales, marketing, budgets and training
- Format text and backgrounds
- Insert charts, tables, pictures and clipart
- Add animation, videos and audio
- Navigate a slide show
- Print the presentation



## Course Outline:

1. Starting PowerPoint
2. Getting help and maintenance
3. Viewing a presentation
4. Moving between slides in your presentation
5. Saving and opening a presentation
6. Setting up and running a slide show
7. Creating a presentation
8. Designing a template
9. Changing views between slides, outline and notes
10. Organizing slides in slide sorter view
11. Formatting and proofing text
12. Formatting paragraphs
13. Formatting bullets and numbers
14. Creating header and footer
15. Changing the slide's background
16. Inserting graphics, videos and audio
17. Altering slide transitions and animation effects
18. Reviewing and editing presentations for consistency
19. Changing page setup options
20. Printing a presentation

*This is only a sample. We customize lessons to your ability levels and needs.*