

**Class Title:** Microsoft PowerPoint Introduction

**Duration:** 1 Day

- 1. Creating and Editing a Presentation**
  - 1.1. Inserting and Deleting Slides
  - 1.2. Selecting a Layout
  - 1.3. Inserting, Editing and Formatting Text
  - 1.4. Moving and Copying Text
  - 1.5. Outline Levels with Bullets and Numbers
  - 1.6. Formatting Bullets and Numbers
  - 1.7. Adding Speaker Notes
- 2. Working with Objects**
  - 2.1. Inserting and Formatting ClipArt
  - 2.2. Inserting and Formatting Pictures and Graphics Files
  - 2.3. Inserting Screenshots
  - 2.4. Inserting and Formatting Shapes
  - 2.5. Diagramming by Connecting Shapes
  - 2.6. Align and Distribute Objects
  - 2.7. Flip, Rotate and Stack Objects
  - 2.8. Grouping and Ungrouping Objects
- 3. Working with Charts and Smart Art**
  - 3.1. Inserting a Chart and Chart Data
  - 3.2. Changing Chart Type
  - 3.3. Adding Chart Elements
  - 3.4. Changing Chart Options
  - 3.5. Inserting SmartArt
  - 3.6. Working with SmartArt Elements and Formatting SmartArt
- 4. Finalizing a Presentation**
  - 4.1. Using Slide Sorter View to Organize the Presentation
  - 4.2. Use Themes, Color Schemes, and Font Schemes
  - 4.3. Applying Design Templates
  - 4.4. Applying Transitions
  - 4.5. Printing Handouts, Outlines, and Notes Pages
- 5. Displaying a Slide Show**
  - 5.1. Presentation Methods
  - 5.2. Applying Annotations
  - 5.3. Presenting using Mouse & Keyboard Shortcuts
  - 5.4. Working with Presenter View Using Multiple Monitors