



Office Productivity Training

Helping your employees work smarter, not harder

Microsoft PowerPoint

Fundamentals

Module 1

- Running PowerPoint
- Opening a Presentation
- The PowerPoint Screen
- Getting Help
- Running a Slide Show
- The Parts of a Presentation
- Changing Views
- Working with a Slide
- Spell Checking

Module 2

- Selecting Objects
- Moving/Copying Objects
- Deleting Selected Objects
- Working with Fonts
- Changing Colors

Module 3

- Creating a New Presentation
- Creating a Title Chart
- Saving & Printing Charts
- Modifying Text Charts
- Working with Bullet Lists

Module 4

- Drawing Objects & Shapes
- Inserting Online Pictures
- WordArt & SmartArt
- Adding Charts & Tables
- Formatting Charts & Tables