



Course Objectives and Outline

PowerPoint 365: Introduction/Level 1

Days: 1

Prerequisites or Equivalent Skills: Windows

Target Student and Goals:

You will get the most out of this course if your goal is to learn the basic features of PowerPoint to create presentations. You will learn how to create and format presentations, apply content and styles, use templates, create shapes, charts, and tables, and prepare their presentations for delivery. You should be comfortable using a personal computer and Microsoft Windows.

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Identify components of the PowerPoint interface, open and run a presentation, switch between views, and control the magnification level.
- Create a basic presentation and add content, arrange, insert and delete slides, and apply templates and design themes.
- Format text and lists, apply font styles, copy formatting, and control alignment and spacing of content on a slide.
- Create and edit shapes, apply shape styles, duplicate and move shapes, resize, rotate, and align shapes, and apply content to shapes.
- Insert and modify WordArt objects, insert and edit pictures, arrange overlapping items, and group items.
- Create and modify tables, apply styles to tables, insert images into tables, create and modify charts, and use SmartArt to create diagrams.
- Proof a presentation for errors; prepare and preview a presentation, hide slides, create speaker notes, use Presenter view, prepare a presentation for printing, and print notes, handouts, and the presentation outline.

Course Outline:

Unit 1 : PowerPoint basics

- Exploring the PowerPoint environment
- Help options
- Closing a presentation and exiting PowerPoint

Unit 2 : Building a new presentation

- Creating a new presentation
- Saving a presentation
- Working in Outline view
- Rearranging and deleting slides
- Using slides from another presentation
- Templates and themes

Unit 3 : Formatting and proofing

- Exploring text formatting
- Moving and copying text
- Setting tabs and alignment
- Using the Spelling checker
- Examining AutoCorrect and the Style Checker

Unit 4 : Working with shapes

- Creating shapes
- Formatting shapes
- Applying content to shapes

Unit 5 : Graphics

- Working with WordArt
- Pictures

Unit 6 : Using tables and charts

- Working with tables
- Creating and enhancing a chart
- SmartArt

Unit 7 : Preparing and presenting presentations

- Proofing presentations
- Running a presentation
- Printing the presentation
- Exporting to other formats