

Microsoft PowerPoint Level 1 – Course Outline

Course Objectives

- ✓ Identify the components of the PowerPoint 2016 interface
- ✓ Create a presentation
- ✓ Format text on slides
- ✓ Add graphical objects to a presentation
- ✓ Modify graphical objects in a presentation
- ✓ Work with tables in a presentation
- ✓ Add charts to a presentation
- ✓ Prepare to deliver a presentation

Experience Needed

- ✓ This course is designed for delegates who have used Microsoft Windows, but are new to PowerPoint
- ✓ Delegates should be able to use a mouse and keyboard
- ✓ Know how to navigate Windows Explorer
- ✓ Maximise, minimise, open and close a window

Course Content

Unit 1: Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use Help

Unit 2: Developing a PowerPoint Presentation

- Select a Presentation Type
- View and Navigate a Presentation
- Edit Text
- Build a Presentation

Unit 3: Performing Advanced Text Editing

- Format Characters
- Format Paragraphs
- Format Text Boxes

Unit 4: Adding Graphical Elements to Your Presentation

- Insert Clip Art and Images
- Insert Shapes

Unit 5: Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

Unit 6: Adding Tables to Your Presentation

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications



Unit 7: Adding Charts to Your Presentation

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

Unit 8: Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation

Course duration: one day