

# MICROSOFT POWERPOINT - COMPREHENSIVE

## INTRODUCTION TO INTERMEDIATE - 1 DAY

Microsoft® PowerPoint level Intro to Intermediate will identify the features and functions of PowerPoint. In this course, we will develop a PowerPoint presentation by performing advanced text editing operations, adding graphical elements, modifying objects, adding tables, adding charts.

Learn to modify the PowerPoint environment, customize design templates, add SmartArt and math equations to a presentation, work with media and animations, collaborate on a presentation, customize a slide show, secure and distribute a presentation.

## COURSE CONTENT

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### GETTING STARTED WITH POWERPOINT

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

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### DEVELOPING A POWERPOINT PRESENTATION

- Select a Presentation Type
- Edit Text
- Build a Presentation

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### PERFORMING ADVANCED TEXT EDITING OPERATIONS

- Format Characters
- Format Paragraphs
- Format Text Boxes

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### ADDING GRAPHICAL ELEMENTS TO YOUR PRESENTATION

- Insert Images
- Insert Shapes

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### MODIFYING OBJECTS IN YOUR PRESENTATION

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

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#### ADDING TABLES TO YOUR PRESENTATION

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

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#### ADDING CHARTS TO YOUR PRESENTATION

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

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#### PREPARING TO DELIVER YOUR PRESENTATION

- Review Your Presentation
- Rehearse with Presenter Coach
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation

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#### MODIFYING THE POWERPOINT ENVIRONMENT

- Customize the User Interface
- Set PowerPoint Options

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#### CUSTOMIZING DESIGN TEMPLATES

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

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#### ADDING SMARTART AND MATH EQUATIONS TO A PRESENTATION

- Create SmartArt
- Modify SmartArt
- Write Math Equations

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#### WORKING WITH MEDIA AND ANIMATIONS

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

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#### COLLABORATING ON A PRESENTATION

- Review a Presentation
- Store and Share Presentations on the Web

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#### CUSTOMIZING A SLIDE SHOW

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

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#### SECURING AND DISTRIBUTING A PRESENTATION

- Secure a Presentation
- Broadcast a Slide Show
- Create a Video

