Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to work with the basic skills involved in creating different types of slides.   The following course content details what will be covered in this class.

Course Outline

The PowerPoint screen	Working with text
Opening a presentation	Starting a new presentation
Working with Ribbon Bars	Outlining your presentation
Working with the Quick Access Toolbar	Working with text charts
Working with dialog boxes	Saving a presentation
Accessing help	Printing and Previewing
Running a slide show	Adding/deleting slides
Changing views	Working with bullet lists
Spell checking a presentation	Drawing objects
Selecting objects	Drawing options
Moving objects	Working with clipart
Copying objects	Working with word art
Using the office clipboard	Working with charts
Resizing objects	Creating a slide show
Deleting objects	Accessing the master slide
Customizing objects	

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Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to customize the look of the slide show presentation and use import/export functions. The following course content details what will be covered in this class.

Course Outline

Creating a presentation from existing slides

Adding headers & footers

Adding a table

Importing a chart from excel

Managing your files & folders

Document recovery

Sending a presentation

Importing text from Microsoft Word

Inserting a hyperlink

Creating web pages

Packaging your presentation

Emailing a Presentation for Review

Scheduling & delivering broadcasts

Accessing the master

Creating a custom background

Working with design templates

Advanced slide show effects

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