

## **Module: MS PowerPoint**

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This class is designed for students interested in learning the fundamentals needed to create and modify basic presentations. Students will learn the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation.

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**Mode:** Classroom

**Duration:** 16 hours

### **Course Outline**

#### **Creating a PowerPoint Presentation**

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- The Status Bar
- Closing a Presentation

#### **The Ribbon**

- The Ribbon
- Tabs
- Groups
- Commands

#### **The Quick Access Toolbar**

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

#### **The Backstage View (The File Menu)**

- Introduction to the Backstage View

- Opening a Presentation
- New Presentations and Presentation Templates
- Getting Help
- Adding Your Name to Microsoft PowerPoint

### **Formatting Microsoft PowerPoint Presentations**

- Selecting a Slide Layout
- Adding, Editing and Formatting Text
- Formatting Text Placeholders
- Adding Slides to a Presentation
- Arranging Slides

### **Working with Images**

- Adding Images to a Slide
- Inserting a Picture and Clip Art
- Capturing and Inserting a Screenshot
- Editing and Formatting an Image
- Rotating and Resizing an Image
- Grouping and Ungrouping Images
- Arranging Images
- Adding Shapes

### **Working with Tables and Charts - basics**

- Inserting a Table
- Formatting Tables
- Inserting a Chart

### **Finalizing Microsoft PowerPoint Presentations**

- Checking Spelling
- Accessing Different Views of a Presentation
- Organizing a Presentation in Sections
- Adding Transitions to Slides
- Adding Speaker Notes
- Running a Slide Show
- Printing a Presentation