

Microsoft Power Point Basic Course Outline



An Orientation to PowerPoint

- The PowerPoint Environment
- Orientation to Views
- Navigate Through a Presentation
- Edit Slide Text
- Save the Presentation
- Run a Slide Show

Beginning a Presentation

- Create a New Presentation
- Change Background Color
- Add Slides to a Presentation
- Enter Text

Formatting Text Slides

- Apply Character Formats
- Align Text
- Change Line Spacing
- Change Indents

Modifying Objects

- Resize Objects
- Copy and Duplicate Objects
- Move Objects
- Changing Object Orientation
- Format Objects
- Group and Ungroup Objects
- Change the Order of Objects

Adding Images to a Presentation

- Add Clip Art
- Add a Picture from a File
- Draw Lines and Shapes
- Insert WordArt

Preparing to Deliver a Presentation

- Spell Check
- Arrange Slides
- Add Transitions
- Create Speaker Notes
- Send a Presentation to Microsoft Word
- Print the Presentation
- Package a Presentation for CD