

<b>Course</b>	<b>PowerPoint Introduction – Basics/ Intermediate</b>
<b>Length</b>	Three hours
<b>Audience</b>	For anyone new to presentation software or for those who need a refresher on the basics of PowerPoint, harness new PowerPoint tools. Learn to create a presentation from beginning to end, edit bulleted layouts and reuse slides from previous files. Students format text box and image placeholders, while understanding new picture tools. Discover upgraded presenter tools.
<b>Prerequisites</b>	Participants must have Windows experience. Knowledge of file management is recommended, as is some experience with word processing.
<b>Topics</b>	<p><i>Introduction: PowerPoint Interface</i></p> <p><i>Module 1: PowerPoint Overview</i></p> <ul style="list-style-type: none"><li>◆ Tour the PowerPoint window</li><li>◆ PowerPoint’s view options: Slide, Outline, Notes Pages, Slide Sorter &amp; Slide Show</li></ul> <p><i>Module 2: Using the Slide Layouts</i></p> <ul style="list-style-type: none"><li>◆ Crop, resize &amp; edit text boxes</li><li>◆ Working with bulleted lists</li><li>◆ Inserting graphics</li><li>◆ Insert Hyperlinks</li><li>◆ Convert Bulleted text into SmartArt graphic</li></ul> <p><i>Module 3: Modifying the Presentation</i></p> <ul style="list-style-type: none"><li>◆ Spell check the presentation</li><li>◆ Move &amp; copy text</li><li>◆ Rearrange and delete slides</li><li>◆ Apply design templates</li><li>◆ Adding Speaker Notes</li></ul> <p><i>Module 4: Printing and Running the Slide Show</i></p> <ul style="list-style-type: none"><li>◆ Printing considerations and options</li><li>◆ Running a Slide Show</li><li>◆ Using the keyboard to control slide shows</li><li>◆ Saving the presentation</li><li>◆ Using the on-screen navigation tools</li></ul>