

Course	PowerPoint Introduction – The Basics
Length	Three hours
Audience	Explore the new Powerpoint interface and features, including the “Ribbon”. For anyone new to presentation software or for those who need a refresher on the basics of PowerPoint. Learn to create presentation from beginning to end, animate, format, distribute and present a show.
Prerequisites	Participants must have Windows experience. Knowledge of file management is recommended, as is some experience with word processing.
Topics	<p><i>Introduction: New Powerpoint Interface</i></p> <p><i>Module 1: PowerPoint Overview</i></p> <ul style="list-style-type: none">◆ Tour the PowerPoint window◆ PowerPoint’s view options: Slide, Outline, Notes Pages, Slide Sorter & Slide Show <p><i>Module 2: Using the Slide Layouts</i></p> <ul style="list-style-type: none">◆ Using text boxes◆ Working with bulleted lists◆ Modifying text◆ Inserting clipart and other graphics◆ Saving the presentation <p><i>Module 3: Modifying the Presentation</i></p> <ul style="list-style-type: none">◆ Spell check the presentation◆ Move & copy text◆ Rearrange and delete slides◆ Apply design templates◆ Adding Speaker Notes◆ Add animations/ transitions <p><i>Module 4:</i></p> <ul style="list-style-type: none">◆ Printing considerations: Slides, Handouts◆ Running a Slide Show◆ Publishing Show◆ Save in new formats, including PPTX, PDF and compatibility