

Gearing You For Growth

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Microsoft PowerPoint (Level 1)

Course Overview

It is hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention.

But we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you are asked to present important information? By being clear, organized and engaging. That is exactly what Microsoft PowerPoint can help delegates do. Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content and stretched for time.

By learning how to use the vast array of features or functionality contained within Microsoft PowerPoint, delegates will gain the ability to organize content, enhance it with high-impact visuals and deliver it with a punch. In this course, delegates will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

Course Objective

Upon completing this course, delegates will be able to create and deliver engaging multimedia presentations that convey the key points of messages through the use of text, graphics, and animations. Delegates will:

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements to a presentation.
- Modify objects in a presentation.
- Add tables to a presentation.
- Add charts to a presentation.
- Prepare to deliver presentations.

Target Audience

This course is designed for delegates who wish to gain the foundational understanding of Microsoft PowerPoint that is necessary to create and develop engaging multimedia presentations.



Prerequisites

To ensure success, delegates should be familiar with using personal computers, have experience using a keyboard and mouse. Delegates should be comfortable in the Windows® 7 environment and be able to use Windows 7 to manage information on their computers. Specific tasks the delegates should be able to perform include launching and closing applications, navigating basic file structures, managing files or folders.

Duration

- 1 Day

Course Outline

Module 1: Getting started with PowerPoint

- Navigate the PowerPoint environment.
- View and navigate a presentation.
- Create and save a PowerPoint presentation.
- Use PowerPoint help.

Module 2: Developing a PowerPoint presentation

- Select a presentation type.
- Edit text.
- Build a presentation.

Module 3: Performing advanced text editing operations

- Format characters.
- Format paragraphs.
- Format text boxes.

Module 4: Adding graphical elements to your presentation

- Insert images.
- Insert shapes.

Module 5: Modifying objects in your presentation

- Edit objects.
- Format objects.
- Group objects.
- Arrange objects.
- Animate objects.

Module 6: Adding tables to your presentation

- Create a table.
- Format a table.
- Insert a table from other Microsoft applications.



Module 7: Adding charts to your presentation

- Create a chart.
- Format a chart.
- Insert a chart from Microsoft Excel.

Module 8: Preparing to deliver your presentation

- Review your presentation.
- Apply transitions.
- Print your presentation.
- Deliver your presentation.