
PowerPoint

Prerequisite:

Recent experience using PowerPoint or Word or our Word Basics class

Instructor
_____**School Phone**

805-497-2761

Class Dates

_____**Room Location**

Room _____

Overview:

Learn the elements of PowerPoint and then use videos, images, Smart Art, and more to make your presentations engage your audience every time! Your employer or next employer will love you for it!

Class Resources and Recommended Books:

Textbook, online materials, and a 2-year subscription to our comprehensive video learning library included.

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The Instructor will lecture while demonstrating various PowerPoint techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

Creating a Basic Presentation

Formatting Your Presentation

Organizing with Sections

Printing Your Presentation

Working with Graphics & Charts

Using Slide Transitions & Slide Animation

Adding Sound Effects

Inserting Charts

Integrating External Documents

Creating SmartArt Diagrams

Using Hyperlinks in Presentations

Using the Slide Show Toolbar

Working with Multimedia

Using Audio in Presentations

Creating Slide Show Timings

Using Video in Presentations

Using PowerPoint Tables

Customizing Tables

Customizing Document Themes

Using Slide Masters

Using Action Buttons