
PowerPoint

This class is intended for everyone who uses Word. If you are brand new to Word, our Word & PowerPoint Basics class can be taken first.

Instructor

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School Phone

805-497-2761

Class Dates

Room Location

Room 7B

Overview:

Learn the elements of PowerPoint and then use videos, images, SmartArt, 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:

E-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

Printing Your Presentation

Working with Graphics & Charts

Using Slide Transitions & Slide Animation

Adding Sound Effects

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

Customizing Document Themes

Using Slide Masters

Using Action Buttons