

Course Outline

- Course Objective:** In this course you will create a PowerPoint presentation, edit characters, textboxes and text, add graphics to a presentation, modify graphics in a presentation, add tables and charts in a presentation and prepare your presentation for delivery.
- Target Student:** This course is designed for students who wish to gain the foundational understanding of Microsoft Office PowerPoint 2013 that is necessary to create and develop engaging multimedia presentations.
- Prerequisites:** To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Content

1. Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use Help

2. Developing a PowerPoint Presentation

- Select a Presentation Type
- View and Navigate a Presentation
- Edit Text
- Build a Presentation

3. Performing Advanced Text Editing

- Format Characters
- Format Paragraphs
- Format Text Boxes

4. Adding Graphical Elements to Your Presentation

- Insert Clip Art and Images
- Insert Shapes

5. Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

6. Adding Tables to Your Presentation

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

7. Adding Charts to Your Presentation

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

8. Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation