

PowerPoint Level 1 - Basic

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for individuals who are interested in learning the fundamental skills needed to create and modify basic PowerPoint presentations.

The PowerPoint Environment

- Start PowerPoint
- Identify Components of the User Interface
- Work with the Ribbon
- Use Commands on Contextual Tabs
- Change Presentation Views
- Use PowerPoint's Help Options
- Exit PowerPoint for Windows

Creating a Presentation

- Create a New Presentation
- Insert Slides and Change Slide Layout
- Save a Presentation

Modify a Presentation

- Open and Close an Existing Presentation
- Edit and Format Text
- Create and Format Bullet List
- Apply Slide Transition
- Apply a Theme

Work with Graphics

- Create and Size Objects
- Move Objects
- Insert Pictures from File