

# Course Content

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## PowerPoint Essentials – Level 1

### Overview

In this course you will learn how to create a presentation using PowerPoint features.

**Duration** – 1 Day

### Prerequisite

The learner would have experience within a Windows environment and the ability to save file and create folders.

### Content

#### Getting Started with PowerPoint

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

#### Developing a PowerPoint Presentation

Select a Presentation Type  
Edit Text  
Build a Presentation

#### Performing Advanced Text Editing Operations

Format Characters  
Format Paragraphs  
Format Text Boxes

#### Adding Graphical Elements to Your Presentation

Insert Images  
Insert Shapes

#### Modifying Objects in Your Presentation

Edit Objects  
Format Objects  
Group Objects  
Arrange Objects  
Animate Objects

#### Adding Tables to Your Presentation

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

#### Adding Charts to Your Presentation

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

#### Preparing to Deliver Your Presentation

Review Your Presentation  
Apply Transitions  
Print Your Presentation  
Deliver Your Presentation