

PowerPoint 2010/3013 Level 1

Audience	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of PowerPoint or presentation/graphics programs is required.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with the PowerPoint program. Creating a presentation is covered by developing a single case study presentation. Students create and edit text slides, format the presentation with the Slide Master, use the PowerPoint views to rearrange the presentation, add graphics and Clip Art to slides, and present a slide show.
Objectives	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Create a new presentation and open an existing one■ Create title and content slides■ Save and close a presentation■ Edit text slides■ Use the slide master■ Use spell check and AutoCorrect to edit the presentation■ Move and copy text within the presentation■ Modify the slide master■ Apply quick styles, themes and theme variants■ Insert and modify pictures and clip art■ (2013) Create new custom drawings and icons for reuse■ Add SmartArt, images, and drawing elements to a slide■ View the presentation in different ways■ Add notes to the presentation■ Print slides, notes pages, the presentation outline, or handouts■ Prepare a slide show using transitions■ Give a slide show (in 2013 using presenters view)
Length	1 day
Beyond this Level	When you have successfully completed this class, the next class you should consider is PowerPoint Level 2. Level 2 introduces more sophisticated design techniques such as themes, custom layouts, multimedia and animation, flowcharts and organizational charts, custom actions, and methods to share your presentation. Be sure to leave time for practice before registering for the next level.



I. PowerPoint Basics

- A. What is PowerPoint?
- B. Starting PowerPoint
- C. Understanding the Screen
- D. Understanding the Views
- E. Giving Commands
- F. What is a Placeholder?
- G. Creating a New Presentation
- H. Beginning the Presentation
- I. Creating a New Text Slide
- J. Changing the Slide to Widescreen View (2013)
- K. Saving a Presentation
- L. Closing and Exiting a Presentation
- M. Opening a Presentation

II. Editing Slides

- A. Selecting Text
- B. Moving Around the Presentation
- C. Spell Checking a Presentation
- D. Using AutoCorrect
- E. Using the Clipboard
- F. Moving and Copying Text
- G. (Optional) Using Find and Replace
- H. Using Microsoft Office PowerPoint Help

III. Formatting Slides

- A. Formatting Text
- B. Understanding Templates
- C. Working with the Slide Master
- D. Applying a Theme
- E. Using Theme Variations (2013)
- F. Using Quick Styles
- G. Creating a Footer
- H. Positioning a Paragraph
- I. Changing the Bullets

IV. Adding Graphics to Slides

- A. Why Use Graphics?
- B. Inserting a Picture
- C. Inserting Clip Art
- D. Adding SmartArt
- E. Drawing Shapes
- F. Selecting Graphics
- G. Adjusting a Graphic using Smart Guides (2013)
- H. Grouping and Merging Graphics (2013)
- I. Formatting Graphics
- J. Moving and Copying Graphics
- K. Adding Text to a Graphic
- L. Arranging Overlapping Graphics
- M. Inserting a Screen Shot or Clipping

V. Viewing and Printing the Presentation

- A. Using Different Presentation Views
- B. Working in the Outline View
- C. Using Slide Sorter View
- D. Adding Notes to Slides
- E. Using the Notes Master
- F. Printing the Presentation
- G. Printing Slides with Notes
- H. Printing Slides as Handouts

VI. Setting Up a Slide Show

- A. Setting Transition Effects
- B. Setting up the Slide Show
- C. Giving a Slide Show using Presenter's View (2013)
- D. Using Package for CD
- E. Sending a Presentation as an Email Attachment
- F. (Optional) Adding Comments

Appendix - Customizing the Quick Access Toolbar and Ribbons