

PowerPoint 2010/2013 Creating a Basic Presentation

Audience	This course is appropriate for those who are familiar with basic Windows navigation. No previous knowledge of PowerPoint or presentation software is required.
Description	The course uses a combination of lecture and hands-on practice (with independent exercises after class) 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	Upon successful completion of the class, students should be able to: <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 spell check in the presentation■ Move and copy text within the presentation■ Modify the slide master■ Apply Themes■ Insert and modify pictures and Clip Art■ Add SmartArt to a slide■ Add drawings such as circles, lines, and boxes■ Prepare a slide show using transitions and animation effects■ Give a slide show
Length	3.5 hours

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 a Presentation
- C. Spell Checking a Presentation
- D. Moving and Copying Text
- E. 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

III. Adding Graphics to Slides

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

IV. Setting Up a Slide Show

- A. Setting Transition Effects
- B. Giving a Slide Show