



Course Outline

Best of MS PowerPoint

ver 2016-2013-2010

(Includes features from both Level-1 & 2)

Getting Started with PowerPoint

- Explore the User Interface
- Customize the Quick Access Toolbar
- Navigate and View a Presentation
- Create a Presentation
- Apply Built in Themes

Customizing a Design Template

- Set Up a Slide Master
- Customize Slide Layouts
- Create Custom Themes
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

Formatting Text on Slides

- Apply Character Formats
- Apply Paragraph Formats
- Format Text Placeholders

Adding Graphical Objects

- Insert Clip Art and Pictures
- Draw Shapes

Modifying Objects

- Work with Objects
- Change Object Orientation
- Format Objects
- Group and Ungroup Objects
- Arrange Objects

Adding Diagrams to a Presentation

- Create Diagrams
- Modify Diagrams

Adding Tables to a Presentation

- Create a Table
- Format Tables

Inserting Charts in a Presentation

- Create a Chart
- Edit Chart Data
- Modify a Chart

Adding Special Effects to Presentations

- Add Transitions
- Apply an Animation Effect
- Add Multimedia Elements
- Customize Slide Component Animation

Customizing a Slide Show Presentation

- Set Up a Custom Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically