

Module 1 – Getting Started in PowerPoint

- PowerPoint Installed Templates
- The PowerPoint Screen
 - The Ribbon
 - Using the Quick Access Toolbar
 - The Office Button
- Outline vs. Slide Tabs
- PowerPoint Views
- Zooming In
- Showing the Presentation
- Keyboard Options during a Slide Show
- Drawing on a Slide
- Changing Formatting
- Printing Options

Module 2 – Creating Presentations Using Themes

- The Project
- Using Installed Themes
- Adding Slides to the Presentation
- Changing Slide Layout
- Text Boxes
- Formatting Text
- The Format Painter
- Inserting ClipArt
- Inserting Other Pictures
- Resizing Pictures
- Adding Lines, Rectangles, and Ovals
- Formatting Graphic Objects
- Selecting Multiple Objects
- Aligning Objects
- Changing Stacking Order
- Grouping Objects

Module 3 – Transitions, Animations, and Timing

- Adding Transitions
- Adding Animation Effects
- Custom Animation
- Automating the Presentation
 - Manual Timings
 - Rehearse Timings

Module 4 – Creating a Presentation from Scratch

- The Project
- Using Slide Masters
- Date and Page Numbers
- Headers and Footers
- Choosing Bullets
- Color Schemes
- Slide Backgrounds
- Inserting a Watermark