

Introduction to Microsoft® Office PowerPoint 2010/2013 & 2016

It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® Office PowerPoint® can help you do.

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within Microsoft® Office PowerPoint®, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

Course Content

Lesson 1: Getting Started with PowerPoint®

- Topic A:** Navigate the PowerPoint Environment
- Topic B:** Create and Save a PowerPoint Presentation
- Topic C:** Use Help

Lesson 2: Developing a PowerPoint® Presentation

- Topic A:** Select a Presentation Type
- Topic B:** View and Navigate a Presentation
- Topic C:** Edit Text
- Topic D:** Build a Presentation

Lesson 3: Performing Advanced Text Editing

- Topic A:** Format Characters
- Topic B:** Format Paragraphs
- Topic C:** Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

- Topic A:** Insert Clip Art and Images
- Topic B:** Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

- Topic A:** Edit Objects
- Topic B:** Format Objects
- Topic C:** Group Objects
- Topic D:** Arrange Objects
- Topic E:** Animate Objects

Lesson 6: Adding Tables to Your Presentation

- Topic A:** Create a Table
- Topic B:** Format a Table
- Topic C:** Insert a Table from Other Microsoft Office Applications



Duration: 1 day

Methods of Delivery

- Instructor Led Classroom Facilitated
- On-site Company Training

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Lesson 7: Adding Charts to Your Presentation

Topic A: Create a Chart

Topic B: Format a Chart

Topic C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

Topic A: Review Your Presentation

Topic B: Apply Transitions

Topic C: Print Your Presentation

Topic D: Deliver Your Presentation



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