



PowerPoint Level 1

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

In this course, you will use PowerPoint 2013 to begin creating engaging, dynamic multimedia presentations

Lesson 1: A Tour of PowerPoint

- Getting to Know the PowerPoint Environment
- Working with the Quick Access Toolbar
- Using the PowerPoint Help Feature
- Opening and Navigating a Presentation
- Viewing a Presentation
- Using the Zoom Feature
- Minimizing, Restoring, Maximizing and Closing a Presentation

Lesson 2: Creating a Presentation

- Creating a New Presentation
- Saving a Presentation
- Entering Text
- Adding Slides to Your Presentation
- Editing Text in Your Slide
- Duplicating a Slide
- Hiding and Deleting a Slide

Lesson 3: Formatting a Presentation

- Creating and Formatting a Background
- Creating a Font Type, Size and Color For Your Text
- Applying Character and Paragraph Formats
- Using the Format Painter

Lesson 4: Adding Tables to a Presentation

- Creating a Table
- Formatting a Table
- Adding Table Effects and Styles
- Editing a Table

Lesson 5: Adding a Chart to Your Presentation

- Creating a Chart



- Editing a Chart
- Formatting a Chart

Lesson 6: Inserting and Modifying Graphic Objects

- Inserting and Formatting a Textbox
- Inserting and Modifying Clipart
- Inserting and Formatting Pictures
- Drawing and Formatting Shapes
- Inserting and Formatting WordArt

Lesson 7: Delivering a Presentation

- Reviewing a Presentation
- Adding Animations and Transitions
- Viewing a Slide Show
- Printing a Presentation

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