



## Microsoft PowerPoint Beginning

**Overview:** Students will learn how to create and deliver engaging multimedia presentations that convey the key points of their message using text, graphics, and animations.

**Prerequisites:** To ensure success, students should be comfortable in the Windows 10 environment.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Getting Started with PowerPoint**

Navigate the PowerPoint Environment  
View and Navigate a Presentation  
Create and Save a PowerPoint Presentation  
Use PowerPoint Help

#### **Lesson 2: Developing a PowerPoint Presentation**

Select a Presentation Type  
Edit Text  
Build a Presentation

#### **Lesson 3: Performing Advanced Text Editing Operations**

Format Characters  
Format Paragraphs  
Format Text Boxes

#### **Lesson 4: Adding Graphical Elements to Your Presentation**

Insert Images  
Insert Shapes

#### **Lesson 5: Modifying Objects in Your Presentation**

Edit Objects  
Format Objects  
Group Objects  
Arrange Objects  
Animate Objects

#### **Lesson 6: Adding Tables to Your Presentation**

Create a Table  
Format a Table  
Insert a Table from Other Microsoft Office Applications

#### **Lesson 7: Adding Charts to Your Presentation**

Create a Chart  
Format a Chart  
Insert a Chart from Microsoft Excel

#### **Lesson 8: Preparing to Deliver Your Presentation**

Review Your Presentation  
Apply Transitions  
Print Your Presentation Deliver Your  
Presentation