



Course Outline

PowerPoint - Intermediate

Versions 2007/2010/2013/2016



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Program Objectives: Students will learn more advanced features of PowerPoint including slide masters, objects, charts, and setting up screen shows.

- ◆ Presentation Tips
- ◆ Rehearsal Feature
- ◆ Cloning an Existing Slide Show
- ◆ Viewing the Slide Show
- ◆ Shortcut Menus
- ◆ Canceling a Dialog Box/Shortcut Menu
- ◆ Normal/Outline Views
- ◆ Splitting a Slide Into Two Slides
- ◆ Notes Page View
- ◆ Slide Master
- ◆ Adding Date/Time/Number to Slides
- ◆ Adding Footer Information to Slides
- ◆ Changing Color Scheme on a Slide
- ◆ Adding Shading to a Slide
- ◆ Removing Background Objects
- ◆ Format Painter
- ◆ Placing Boxes Around Text
- ◆ Drawing Toolbar
- ◆ Adding a Text Box
- ◆ Inserting a Blank Slide
- ◆ Duplicating a Slide
- ◆ Adding Drawing Guides/Grids
- ◆ Snap to Grid
- ◆ Ruler Bar
- ◆ Word Art for Dramatic Effects
- ◆ Objects
 - Drawing/Selecting
 - Grouping/Ungrouping
 - Regrouping
 - Duplicating
- ◆ Modifying Objects
 - Aligning/Resizing
 - Flipping/Rotating
 - Overlapping
 - Changing Shapes
 - Adding Shadows and Text
- ◆ Moving All Items at Once on the Slide
- ◆ Quick Lesson in Graphics
- ◆ Editing PowerPoint Clip Art
- ◆ Increasing Your Clip Art Gallery
- ◆ Creating a Chart
- ◆ Importing Excel Data Into PowerPoint
- ◆ Find/Replace Features
- ◆ Changing Orientation
- ◆ Setting Tabs
- ◆ Changing Fonts
- ◆ Deleting a Slide
- ◆ Hidden Slides
- ◆ Copying/Duplicating a Slide
- ◆ Bullets
- ◆ Animating Graphics, Pictures and Text
- ◆ Slide Show
 - Organizing the Slide Show
 - Special Effects
 - Running Manually
 - Running Automatically
 - Setting Up the Show
 - Picking the Pen Color
 - Running the Slide Show
- ◆ Saving True Type Fonts
- ◆ Transporting the Presentation

Course Prerequisite

Must have Power Point – Basics or equivalent experience

(4 CPE Credits)