

## POWERPOINT LEVEL 1

### Introduction to PowerPoint

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#### **Synopsis:**

This module introduces the skills necessary to use PowerPoint. It includes tasks on exploring PowerPoint, using basic presentation skills, and working with presentations. Students will also learn how to use the outline tab, edit and proof text, and print.

#### **Prerequisites:**

An understanding of Windows

#### **Objectives:**

- Explore PowerPoint
- Use basic presentation skills
- Work with presentations
- Use the outline tab
- Edit and proof text
- Print

#### **This module includes:**

##### **Exploring PowerPoint**

- Working with PowerPoint
- Starting PowerPoint
- Using the PowerPoint Interface
- Using the Microsoft Office Button
- Using the Ribbon
- Working with Groups
- Working with the Contextual Tabs
- Working with the Galleries
- Working with Quick Styles
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Live Preview
- Exiting PowerPoint

##### **Using Basic Presentation Skills**

- Entering text into a presentation
- Saving a new presentation
- Closing a presentation
- Creating a new presentation
- Opening an existing presentation
- Adding a new slide
- Renaming an existing presentation

##### **Working with Presentations**

- Creating a Custom Layout
- Applying a Theme
- Applying a Background Style
- Changing Slide Orientation
- Changing the Magnification
- Adding Speaker Notes
- Switching Views

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#### **Using the Outline Tab**

- Working with the Outline tab
- Collapsing and expanding slides
- Demoting and promoting text lines
- Moving text lines
- Adding slides in the Outline tab
- Deleting slides from the Outline tab
- Rearranging slides in the Outline tab

#### **Editing and Proofing Text**

- Selecting text
- Deleting slide items
- Moving/copying text between slides
- Using the Paste Options button
- Using the Clipboard task pane
- Using Undo and Redo
- Finding and replacing text
- Checking spelling as you type
- Running the spelling checker
- Creating an AutoCorrect entry
- Displaying smart tags in a presentation
- Importing text from Word

#### **Printing**

- Printing presentations
- Selecting page setup options
- Previewing a presentation
- Printing slides
- Printing speaker notes
- Printing outlines
- Printing handouts
- Creating headers and footers

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## Enhancing a Presentation

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### Synopsis:

This module introduces ways to enhance a presentation. It includes tasks on formatting presentation text, formatting bullets and numbers, using Slide Sorter view, and editing multiple presentations. Students will also learn how to use graphic images, work with drawing objects, and use Slide Show view.

### Prerequisites:

Introduction to PowerPoint

### Objectives:

- Format presentation text
- Format bullets and numbers
- Use Slide Sorter view
- Edit multiple presentations
- Use graphic images
- Work with drawing objects
- Use Slide Show view

### This module includes:

#### Formatting Presentation Text

- Formatting text
- Changing an existing font
- Modifying the font size
- Changing font style and effect
- Changing font color
- Using the font dialog box
- Using the Format Painter
- Changing text alignment
- Setting tab stops
- Modifying paragraph spacing
- Using the AutoFit Options button
- Selecting a Shape Style
- Customizing a Shape Style
- Applying Effects to a Text Placeholder
- Selecting a WordArt Style
- Editing Text Outline Color
- Editing Text Fill Color
- Applying Text Effects

#### Formatting Bullets and Numbers

- Adding and removing bullets
- Adding and removing numbers
- Modifying bullets and numbers

#### Using Slide Sorter View

- Selecting multiple slides
- Moving slides in Slide Sorter view
- Duplicating slides in Slide Sorter view
- Copying slides in Slide Sorter view
- Deleting slides in Slide Sorter view

#### Editing Multiple Presentations

- Viewing multiple presentations
- Copying text between presentations
- Copying slides between presentations
- Copying slides with drag and drop

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## Enhancing a Presentation

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### **Using Graphic Images**

- Working with graphics
- Using the Clip Art task pane
- Using slide layouts
- Inserting a picture
- Cropping a picture
- Moving a graphic
- Resizing a graphic
- Formatting a graphic
- Recoloring clip art images
- Inserting clips with Clip Organizer
- Organizing clips
- Applying a Picture Style
- Applying a Shape
- Adding Effects
- Adding a Border

### **Working with Drawing Objects**

- Using the Drawing Group
- Drawing an enclosed object
- Changing the fill color of an object
- Applying a fill effect
- Applying Effects
- Drawing a line
- Formatting lines
- Creating a text box
- Rotating an object
- Flipping an object
- Arranging objects
- Aligning objects
- Grouping objects

### **Using Slide Show View**

- Running a slide show
- Navigating a slide show
- Creating a Custom Show

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