

Course	2007+ PowerPoint Introduction – The Basics
Length	2 -3 hours
Audience	Explore the new PowerPoint interface and features, including the “Ribbon” and the “Button”. For anyone new to presentation software or for those who need a refresher on the basics of PowerPoint. You will create a presentation from beginning to end. Learn to use the preset slide layouts, work with text boxes and clip art and apply professional looking designs. Discover how to run a slide show and what your printing options are.
Prerequisites	Participants must have Windows experience. Knowledge of file management is recommended, as is some experience with word processing.
Topics	<p><i>Introduction: New PowerPoint Interface</i></p> <p><i>Module 1: PowerPoint Overview</i></p> <ul style="list-style-type: none">◆ Tour the PowerPoint window◆ PowerPoint’s view options: Slide, Outline, Notes Pages, Slide Sorter & Slide Show◆ Presentation Best Practices <p><i>Module 2: Using the Slide Layouts</i></p> <ul style="list-style-type: none">◆ Using text boxes◆ Working with bulleted lists◆ Modifying text◆ Inserting clipart and other graphics◆ Saving the presentation: PPTX vs PPT <p><i>Module 3: Modifying the Presentation</i></p> <ul style="list-style-type: none">◆ Spell check the presentation◆ Move & copy text◆ Rearrange and delete slides◆ Apply design templates◆ Adding Speaker Notes <p><i>Module 4: Printing and Running the Slide Show</i></p> <ul style="list-style-type: none">◆ Printing considerations and options◆ Running a Slide Show◆ Using the keyboard to control slide shows◆ Using the on-screen navigation tools