

Course Content of Ms Power Point Beginner Level:

Course Outline Module 1: Creating a PowerPoint Presentation This module explains how get started using Microsoft PowerPoint.

Lessons

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation
- Exercise: Creating a Microsoft PowerPoint Presentation

After completing this module, students will be able to:

- Start Microsoft PowerPoint
- Use Normal view.
- Create a PowerPoint presentation.
- Save a PowerPoint presentation.
- Import a file into PowerPoint.
- Use the Status Bar.
- Close a PowerPoint presentation.

Module 2: The Ribbon This module explains how to work with the Ribbon in Microsoft PowerPoint.

Lessons

- The Ribbon
- Tabs
- Groups
- Commands
- Exercise: Exploring the Ribbon

After completing this module, students will be able to:

- Understand Tabs, Groups, and Commands.
- Understand which groups and commands are found on which tabs.

Module 3: The Quick Access Toolbar This module explains how to work with the Quick Access toolbar in Microsoft PowerPoint.

Lessons

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups

- Placement
- Exercise: Customize the Quick Access Toolbar

After completing this module, students will be able to:

- Add common commands to the Quick Access Toolbar
- Add additional commands to the Quick Access Toolbar
- Move the Quick Access Toolbar

Module 4: The Backstage View (The File Menu) This module explains how to work with the Backstage View in Microsoft PowerPoint.

Lessons

- Introduction to the Backstage View
- Opening a Presentation
- Exercise: Opening a Presentation
- New Presentation and Presentation Templates
- Exercise: Creating an Agenda Using a Template
- Presentation Properties
- Adding Your Name to a Microsoft PowerPoint

After completing this module, students will be able to:

- Open a Microsoft PowerPoint presentation.
- Start a new Microsoft PowerPoint presentation.
- Use Microsoft PowerPoint templates.
- Modify presentation properties.
- Personalize your copy of Microsoft PowerPoint.

Module 5: Formatting Microsoft PowerPoint Presentations This module explains how work with formatting features in Microsoft PowerPoint presentations.

Lessons

- Selecting a Slide Layout
- Adding text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Formatting Text Placeholders
- Adding Slides to a Presentation
- Arranging Slides
- Exercise: Formatting Text

After completing this module, students will be able to:

- Select a slide layout.
- Add text to a slide.
- Import content from a text file outline.
- Edit text.

- Format text.
- Format text placeholders
- Apply styles to slides.
- Add slides to a presentation.
- Delete slides from a presentation.
- Arrange slides.

Module 6: Working with Images This module explains how to work with images in Microsoft PowerPoint.

Lessons

- Adding Images to a Slide
- Inserting a Picture
- Inserting Clip Art
- Capturing and Inserting a Snapshot
- Editing an Image
- Formatting Images
- Applying a Style and Cropping an Image
- Grouping and Ungrouping Images
- Arranging Images
- Adding Shapes
- Exercise: Working with Images and Shapes

After completing this module, students will be able to:

- Add images to a presentation.
- Insert a picture.
- Insert clip art.
- Insert a screenshot.
- Edit an image.
- Rotate and resize an image.
- Group and ungroup images.
- Arrange images.
- Add shapes.

Module 7: Working with Tables and Charts This module explains how to work with tables and charts in Microsoft PowerPoint.

Lessons

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Exercise: Working with a Table
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources
- Exercise: Working with Charts