

MICROSOFT POWERPOINT INTRODUCTION

PROGRAM OVERVIEW:

Learn to create impressive presentations by using the Microsoft PowerPoint program. You will create outlines, handouts, slides, organization charts, graphs, and overhead transparencies, and create an electronic presentation on your computer screen. Introduction to Windows is a prerequisite for this course.

COURSE OUTLINE:

- I. Introduction to the PowerPoint screen features
- II. Creating a presentation
 - Creating a title and bullet slide in Slide view
 - Creating and editing a slide in Outline view
- III. Using the PowerPoint Help system
- IV. Using drawing tools
 - Working with drawing tools
 - Working with text and drawn objects
 - Enhancing drawn objects
- V. Using clip art and WordArt
- VI. Constructing organization charts
 - Creating an organization chart
 - Using organization chart options
- VII. Creating and editing graphs with Graph
- VIII. Using templates and the Slide Master
 - Selecting and applying a template
 - Changing text and bullets in the Slide Master
 - Removing objects and adding a footer
- IX. Creating and using slide shows
 - Using slide show options
 - Adding transitions and builds
 - Running a manual and automatic slide show
- X. Working with speaker notes
- XI. Printing a presentation

**Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus**

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and return to the Office of Human Resources – Training
to register for this computer workshop.**