

PowerPoint is Microsoft's powerful and easy-to-use presentation program. This course is intended to help all novice computer users get up to speed with PowerPoint quickly. You will cover different features of the interface; learn how to create, save, and present a basic presentation; cover the basics of formatting; and discuss how to add multimedia to a presentation.

Lesson 1: Getting Started with PowerPoint

- TOPIC A: Navigate the PowerPoint Environment
- TOPIC B: Create and Save a PowerPoint Presentation
- TOPIC C: Use Help

Lesson 2: Developing a PowerPoint Presentation

- TOPIC A: Select a Presentation Type
- TOPIC B: Build a Presentation
- TOPIC C: Lay Out a Presentation
- TOPIC D: Edit Text
- TOPIC E: View and Navigate a Presentation

Lesson 3: Performing Advanced Text Editing

- TOPIC A: Format Characters
- TOPIC B: Format Paragraphs
- TOPIC C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

- TOPIC A: Insert Images
- TOPIC B: Insert Shapes
- TOPIC C: Insert WordArt

Lesson 5: Modifying Objects in Your Presentation

- TOPIC A: Edit Objects
- TOPIC B: Format Objects
- TOPIC C: Group Objects
- TOPIC D: Arrange Objects
- TOPIC E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

- TOPIC A: Create a Table
- TOPIC B: Format a Table
- TOPIC C: Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

- TOPIC A: Create a Chart
- TOPIC B: Format a Chart
- TOPIC C: Manipulate a Chart
- TOPIC D: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

- TOPIC A: Review Your Presentation
- TOPIC B: Apply Transitions
- TOPIC C: Print Your Presentation
- TOPIC D: Deliver Your Presentation