

Microsoft PowerPoint Curriculum

Day One – PowerPoint Basic

- Creating a Presentation
 - Getting Started with PowerPoint
 - Choosing the Best Method to Start a Presentation
 - Creating a Presentation Using Suggested Content
 - Browsing Through a Presentation
 - Editing Text in a Presentation
 - Viewing a Presentation
 - Getting Help Using PowerPoint
- Working with a Presentation
 - Creating a Presentation Using a Design Template
 - Entering Text in a Slide
 - Creating a New Slide
 - Inserting Slides from Other Presentations
 - Rearranging Slides in a Presentation
 - Entering Speaker Notes
 - Creating a Folder to Store a Presentation
- Printing a Presentation
 - Working with an Existing Presentation
 - Adding a Header and a Footer
 - Choosing the Right Print Settings
 - Previewing a Presentation
 - Printing a Presentation
- Outlining Your Ideas
 - Creating a Blank Presentation
 - Entering Text in an Outline
 - Inserting an Outline from Microsoft Word
 - Deleting and Rearranging Slides, Paragraphs and Text
 - Formatting Text in an Outline
 - Sending an Outline or Notes to Word
- Adding and Modifying Slide Text
 - Adding and Moving Text on Slides
 - Changing Text Alignment and Spacing
 - Finding and Replacing Text and Fonts
 - Correcting Text While Typing
 - Checking Spelling and Presentation Styles
- Applying and Modifying Design Templates
 - Applying a Design Template to a Presentation
 - Making Your Presentation Look Consistent
 - Formatting Master Text and Bullets
 - Saving a Presentation as a Design Template
- Viewing and Changing Presentation Colors
 - Viewing and Choosing a color Scheme
 - Creating a Color Scheme

- Adding Colors to a Presentation
- Adding and Modifying a Slide Background

Day Two – PowerPoint Intermediate

- Drawing and Modifying Shapes
 - Drawing and Resizing a Shape
 - Copying and Moving a Shape
 - Changing the Way a Shape Looks
 - Aligning Shapes
 - Connecting Shapes
 - Adding 3-D Effects to Shapes
 - Changing the Stacking Order of Shapes
 - Rotating and Flipping Shapes
 - Drawing and Editing and Arc Shape
 - Grouping and Ungrouping Shapes
- Inserting Information Into PowerPoint
 - Changing the Layout of a Slide
 - Inserting Clip Art
 - Changing the Size of an Image
 - Changing Colors in a Clip Art Image
 - Inserting and Formatting a Table
 - Inserting a Microsoft Excel Chart
 - Inserting and Formatting a Graph
 - Inserting and Modifying and Organization Chart
 - Inserting and Modifying a Diagram
 - Inserting a Picture
 - Modifying a Picture
 - Inserting and Modifying Stylized Text
- Setting Up and Delivering a Slide Show
 - Animating a Slide During a Slide Show
 - Adding Transition Effects Between Slides
 - Creating and Editing a Custom Show
 - Delivering a Slide Show
 - Taking Notes During a Slide Show
- Creating a Multimedia Presentation
 - Inserting Sounds and Movies
 - Playing Sounds and Movies in a Slide Show
 - Adding Slide Timings
 - Recording a Narration in a Slide Show
 - Creating a Self Running Presentation
- Creating a Web Presentation
 - Creating an Agenda Slide or Home Page
 - Creating a Hyperlink
 - Previewing and Publishing a Presentation as a Web Page
 - Adding a Digital Signature
- Reviewing and Sharing a Presentation

- Adding Comments to a Presentation
- Adding Password Protection to a Presentation
- Sending a Presentation for Review Using E-Mail
- Tracking Changes in a Presentation
- Broadcasting a Presentations over a Network
- Collaborating in an Online Meeting
- Delivering a Presentation on the Road
- Customizing PowerPoint
 - Customizing the Way You Perform Commands
 - Customizing the Way You Create Objects
 - Simplifying Task and Macros