COURSE SYLLABUS

PowerPoint Level I (Self-Paced)

Learn the fundamentals of PowerPoint in this self-paced introductory course. Build dynamic presentations by adding text, images, shapes, transitions, and more. Ideal for beginners or anyone looking to improve their skills and become a more confident, effective PowerPoint user.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/self-paced-powerpoint-level-i



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Course Outline

Creating New Presentations

- Creating a Presentation
- Choosing a Template/Theme
- Changing the Template/Theme
- Adding Slides & Typing in Content

Slide Layouts

- Choosing a Slide Layout
- Changing the Slide Layout

Adding Text & Outline View

- Adding Text
- Bulleted vs Numbered Lists
- Adding & Editing Text with Outline View
- Outline View Keystrokes

Pictures & Graphics

- Placing Pictures into Placeholders
- Cropping Photos
- Sizing Graphics
- Fixing Stretched/Squished Photos
- Where to Get Photos
- Crop to Shape & Aspect Ratio

Adjusting Photos & Graphics

- Picture Adjustments (such as converting to Black & White)

- Picture Border & Effects

Layered Objects

- Layered Object vs Placeholder Content
- Aligning
- Evenly Distributing
- Grouping
- Reordering Layered Objects

SmartArt

- Creating SmartArt
- Adding Text
- Layouts, Styles, & Shapes
- Converting Text into SmartArt
- SmartArt with Picture Placeholders

Shapes & Lines

- Adding Shapes
- Styling Shapes
- Adding Text to Shapes
- Resizing, Moving, & Rotating Shapes
- Connector Lines
- Text Boxes

Tables

- Creating Tables in PowerPoint
- Typing in Table Data
- Designing Tables
- Table Layout
- Sizing Tables & Columns/Rows
- Alignment & Spacing In a Table
- Adding or Removing Rows/Columns
- Merging Cells

Copying & Pasting Charts from Excel

- Importing a Chart from Excel
- Updating the Chart Data when the Excel File Changes

Transitions

- Adding Slide Transitions
- Transition Effect Options & Duration

Proofing & Editing

- Spell Check
- Slide Sorter View

Running a Presentation

- Starting & Stopping a Slide Show
- Ways to Navigate Slide Shows

- Tools to Use When Presenting
- Presenter Notes
- Presenter View
- Presenting in Microsoft Teams (PowerPoint Live)
- Presenter Notes in Zoom

Printing

Choosing What Will Go On the Printed Page

Saving a PDF

- Why Make a PDF?
- Saving a PDF & Setting Options