

# Microsoft PowerPoint Level 1: A Beginner's Guide

Course Length: 1 Day

## Course Description

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**Objective:** Learn how to create visually impressive and informative presentations! Students will gain experience working with PowerPoint's interface and obtain the skills to create and edit slides, and insert clip art and charts. By the end of this introductory course, students will create a slide show, insert slide transitions, and prepare printed materials for distribution.

**Prerequisites:** Students should be comfortable using a mouse and be familiar with navigating the Windows interface.

## Course Content

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Lesson 1 – Introduction to PowerPoint	<ul style="list-style-type: none"><li>• Understand the PowerPoint environment</li><li>• View an existing presentation</li><li>• Use the Task Pane</li><li>• Create a new presentation</li><li>• Add a bulleted slide</li></ul>
Lesson 2 – Working with Outline View	<ul style="list-style-type: none"><li>• Work with outline view buttons</li><li>• Work with keyboard commands</li></ul>
Lesson 3 – Working with Help	<ul style="list-style-type: none"><li>• Use Microsoft PowerPoint Help</li><li>• Understand the different tabs within Help</li></ul>
Lesson 4 – Working with AutoShapes	<ul style="list-style-type: none"><li>• Insert, manipulate, format, and edit AutoShapes in a presentation</li></ul>

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### Lesson 5 – Organization Charts

- Create, format and edit an organization chart in a presentation
- Add boxes
- Change colors and lines

### Lesson 6 – Working with ClipArt

- Add Clip Art into existing slides
- Resize Clip Art
- Move Clip Art
- Use the Clip Art content layout slide

### Lesson 7 – Working with Charts

- Insert, format, and edit a chart in a presentation
- Change the appearance of a chart

### Lesson 8 – Working with WordArt

- Insert, format, and edit WordArt in a presentation

### Lesson 9 – Working with Files

- Understand save vs. save as
- Close and open files

### Lesson 10 – Using Templates

- Apply a design template
- Use the slide master
- Use the slide sorter view
- Copy between presentations
- Hide, move and delete slides

### Lesson 11 – Understanding Slide Transitions, Animation, and Timings

- Work with slide transitions
- Understand animation schemes
- Rehearse timings
- Run the slide show

### Lesson 12 – Speaker Notes and Printing

- Work with the notes page and print options

### Appendix

- Work with the Style Checker
- Find & replace text