

## POWERPOINT 2013: LEVEL 1

Available Dates: **Jan 3, Feb 4, Mar 5, Apr 3 May 2, Jun 7**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

Description:

This ILT Series course covers the basic functions and features of PowerPoint. After an introduction to PowerPoint's window components, students will open and run a presentation and switch between views. They'll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they'll learn how to proof a presentation, create speaker notes, and present and share their presentations.

Course Outline:

Unit 1: Getting started

Topic A: The PowerPoint interface

Unit 2: Creating presentations

Topic A: Creating a basic presentation

Topic B: Working with slides

Topic C: Templates and themes

Unit 3: Editing slide content

Topic A: Formatting text and lists

Topic B: Editing efficiently

Unit 4: Working with shapes

Topic A: Creating shapes

Topic B: Formatting shapes

Topic C: Applying content to shapes

Unit 5: Graphics

Topic A: WordArt

Topic B: Pictures

Unit 6: Tables and charts

Topic A: Tables

Topic B: Charts

Topic C: SmartArt

Unit 7: Preparing and printing presentations

Topic A: Proofing presentations

Topic B: Preparing a presentation

Topic C: Printing presentations