

**BRIEF DESCRIPTION**

This class will teach students the basic skills necessary for developing presentations.

**PREREQUISITES:**

Understanding of the Windows operating environment and keyboard ability

**INSTRUCTIONAL METHODS**

Lecture and Hands-on exercises

**CLASS OBJECTIVES:**

By the end of this class, you will be able to:

- Use the AutoContent Wizard
  - Create a Presentation
  - Modify a Presentation
  - Enhance a Presentation
  - Customize a Presentation
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**CLASS OUTLINE**

**PowerPoint Basics:**

Using the AutoContent Wizard  
Explore PowerPoint  
Viewing and Saving a Presentation  
Use the Slide Sorter View

**Creating a Presentation:**

Create a New Slide  
Entering Slide Text  
Entering Text in the Outline Tab  
Adding Slide Headers and Footers  
Using Design Templates

**Modifying a Presentation:**

Drawing & Modifying an Object  
Edit Drawn Objects  
Aligning & Grouping Objects  
Adding & Arranging Text  
Formatting Text  
Importing Text from Microsoft Word  
Customizing the Color Scheme and Background

**Enhancing a Presentation:**

Inserting Clip Art  
Inserting, Cropping and Scaling a Picture  
Embedding a Chart  
Entering and Editing Data in the Datasheet  
Formatting a Chart  
Creating Tables in PowerPoint  
Using Slide Show Commands  
Setting Slide Show Timings & Transitions  
Setting Slide Animation Effects

**Customizing a Presentation:**

Understanding PowerPoint Masters  
Formatting Master Text  
Changing Master Text Indents  
Adjusting Text Objects  
Using Advanced Drawing & Formatting Tools  
Insert & Format Word Art