COURSE SYLLABUS

PowerPoint for Business

Enhance your PowerPoint proficiency by mastering presentation skills, from creating and formatting slides to incorporating visuals and graphics. You'll also practice adding photos, charts, SmartArt, and animations, and learn strategies for professional presentations.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/beginner-powerpoint-classes



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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