

PowerPoint for Business

In this beginner PowerPoint course, you'll create and run dynamic presentations; add images, shapes, animations and layered objects; create tables and charts; and prepare the slideshow for presentation.

Group classes in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit training-nyc.com/courses/beginner-powerpoint-classes or email contact@nyimtraining.com

Course Outline

Introduction

- User Interface
- File Management

Creating Presentation

- Adding Text Using Outline View
- Adding Slides

Images

- Getting Images
- Placing Images
- Adjusting/Styling Images

SmartArt

- Building Diagrams
- Styling Diagrams
- Converting Bullet Lists to SmartArt

Shapes

- Creating Shapes
- Styling Shapes
- Adding Text to Shapes
- Adjusting Shapes
- Text Boxes
- Connectors

Layered Objects

- Aligning
- Distributing
- Grouping

Tables

- Creating Tables
- Designing Tables

Charts

- Creating Charts
- Designing Charts
- Saving Chart Templates

Proofing and Editing

- Spell Check
- Using Slide Sorter View
- Printing

Animation

- Slide Transitions
- Slide Animations

Running a Presentation

- Starting and Stopping a Presentation
- Presenting to an Audience
- Navigating
- Annotating
- Using Speaker Notes
- Using Presenter View