

MICROSOFT POWERPOINT INTRODUCTION (LEVEL 1)	
One day Introduction to PowerPoint for new users. Prerequisite – Introduction to Windows.	
LESSON 1:	
INTRODUCTION	
ACCESSING POWERPOINT	
EXITING POWERPOINT	
POWERPOINT SCREEN	
OFFICE BUTTON	
QUICK ACCESS TOOLBAR	
THE RIBBON	
VIEWS	
CREATE A NEW PRESENTATION	
TEMPLATES AND CONTENT SLIDES	
BLANK PRESENTATION	
SAVE A PRESENTATION	
CLOSE A PRESENTATION	
OPEN AN EXISTING PRESENTATION	
MOVING AROUND YOUR PRESENTATION	
VIEWS	
TO CHANGE VIEWS	
CLICK ON THE VIEW TAB.	
ZOOM IN / OUT	
FORMATIVE ASSESSMENT	
LESSON 2:	
OUTCOME 3: WORKING WITH MULTIPLE POWERPOINT PRESENTATIONS	
SWITCHING BETWEEN PRESENTATIONS	
COPING INFORMATION FROM ONE PRESENTATION TO ANOTHER	
EDITING	
EDIT TEXT	
EDIT TEXT FONT	
UNDO	
REDO	
SPELL CHECK	
AUTOCORRECT	
TO ADD TO THE AUTOCORRECT LIST	
FORMATIVE ASSESSMENT	
LESSON 3:	
OUTCOME 4: FORMAT A PRESENTATION	
PRESENTATION THEMES	
CREATE A PRESENTATION USING A PRESENTATION THEME	
CHANGE THE SLIDE DESIGN	
SLIDE LAYOUTS	

APPLY A LAYOUT TO AN EXISTING SLIDE	
CREATE A TITLE PAGE	
CHANGE THE LOOK OF A SLIDE	
FORMATIVE ASSESSMENT	
LESSON 4:	
OUTCOME 5: USE SPECIAL PRESENTATION AFFECTS	
BULLET LISTS	
INSERT A BULLET LIST	
LINE SPACING	
PARAGRAPH SPACING	
BULLET LEVELS	
BULLET STYLES	
BULLET LIST FONT	
TABLES	
INSERT A TABLE	
EDIT A TABLE	
SIZE A TABLE	
MOVE A TABLE	
CHARTS	
INSERT A CHART	
CHART TYPE	
EDIT DATA	
CHART STYLES	
CHART LAYOUT	
INSERT AN OBJECT ON A BLANK SLIDE	
INSERT A PICTURE	
INSERT A PICTURE FROM A FILE	
SELECT A PICTURE	
CHANGE THE SIZE OF A PICTURE	
MOVE A PICTURE	
DELETE A PICTURE	
APPLY A STYLE TO A PICTURE	
TEXT BOX	
WORD ART	
DRAW AN OBJECT	
INSERT A CHART	
INSERT A TABLE	
FORMATIVE ASSESSMENT	
LESSON 5:	
OUTCOME 6: APPLY SPECIAL FORMATTING TO A PRESENTATION SUCH AS	
HEADERS AND FOOTERS.	
HEADERS AND FOOTERS	
INSERT A HEADER INTO NOTES AND HANDOUTS	
INSERT THE DATE AND TIME INTO A SLIDE	

INSERT SLIDE NUMBER	
SPEAKER NOTES	
INSERT SPEAKER NOTES	
EDIT SPEAKER NOTES	
LESSON 6:	
PRINT PRESENTATION AND NOTES HANDOUTS	
PRESENTING A PRESENTATION	
PAGE SETUP	
PRINT A PRESENTATION	
PRINT PREVIEW	
RUN A SLIDE SHOW	
REARRANGE THE ORDER OF THE SLIDES	
SLIDE TRANSITIONS	
SLIDE ANIMATION	
HIDE A SLIDE	
DELETE A SLIDE	
NAVIGATION FROM WITHIN A SLIDESHOW	