

# Microsoft PowerPoint

## Course Description

Learn PowerPoint's commands, functions and capabilities and how to quickly create powerful and compelling presentations. The course starts with strategies on how to very quickly outline and create the "story" and then to learn to present the information in creative, clear and professional increments.

**Course Duration: 7 hrs**

## Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Strategies for how to structure and create a successful presentation
- Format a presentation using Slide Masters
- Customize presentation options and views
- Set-up and run a slideshow
- Insert and format shapes and slides
- Insert and format images, media and SmartArt
- Insert hyperlinks, media clips and sound
- Apply transitions and animations
- Set timing for automatic transitions and animations
- Manage multiple presentations
- Presentation tools and annotations
- Protect and share presentations
- Create notes and handouts

## Course Prerequisites

Participants should have completed Microsoft Office Basics or have equivalent knowledge.

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