

# Outline – Beginning PowerPoint

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## **Introduction**

- What is PowerPoint?
- Course Objectives

## **PowerPoint Basics**

- PowerPoint Terminology
- Starting PowerPoint
- The PowerPoint Window
- The Mouse
- Using the Menus
- Using the Keyboard
- Utilizing the Toolbars
- Getting Help

## **Creating a Presentation**

- Creating a New Slide
- Saving the Presentation
- Ways to Select Text
- Editing Text
- Changing Fonts and Point Sizes
- Copying Text and Graphics
- Moving Text and Graphics
- Changing the Bullet Characters
- Adding Comments
- Viewing the Slides

## **Inserting Graphics**

- Inserting ClipArt
- Inserting Special Characters

## **Creating Graphic Objects**

- Opening a Presentation
- Creating Graphic Objects
- Editing Graphic Objects

## **Enhancing a Presentation**

- Spelling Tool
- Adding Transitions and Effects
- Applying Custom Animation
- Applying Design Backgrounds

## **Producing the Presentation**

- Creating Speaker's Notes
- Creating Audience Handouts
- Running the Slide Show
- Printing Slides
- Exiting PowerPoint

*Please feel free to add any feature you are interested in learning.*