Microsoft® PowerPoint®

Microsoft PowerPoint is a presentation software that can be used by businesses, teachers, students or trainers for creating effective presentations. PowerPoint is a technological progress making overhead projectors, transparent slides or whiteboards obsolete. Create, collaborate, and effectively present your ideas with slide transitions and an improved Animations task pane. Threaded comments alongside your slides help you incorporate feedback into your presentations. And Presenter View displays the current slide, next slide, speaker notes, and a timer on your Mac, while projecting only the presentation to your audience on the big screen.

T**he modules for PowerPoint are as follows:**

- Module 1 – Presentation Design and Formatting
- Module 2 – Tables, Graphics and Delivery

To Schedule / Need Additional Information

To schedule sessions, receive more information or for questions/clarifications contact us at:

Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarrroll@c-kg.com or
Phone: (630) 495-0505 or (800) 869-7497.

To see a complete list of our current computer training options click here.

Module 1 – Presentation Design and Formatting

Fundamentals:

- Understanding the PowerPoint program screen.
- Creating a blank presentation.
- Creating a presentation from a template with or without auto content.
- Moving around in your presentations.
- Viewing your presentations.
- Enhance the program's capabilities by adding new feature add-ins that are in most cases free from the integrated Microsoft Store.

Slide Editing:

- Inserting slides and text.
- Add and edit text.
- Selecting, replacing and deleting text.
- Using undo, redo and repeat tools.
- Viewing and rearranging the presentation outline.
- Inserting symbols and other special characters.
- Collecting and pasting multiple items.
- Working with the slide sorter view.
- Adding and editing slide notes.
- Working with multiple presentation windows.
- Understanding and using smart tags.
- Import text from other programs and file types including many of the Microsoft Office programs, text files and the internet.
- Learn how to use the AutoCorrect tool to cut typing text down to a fraction of the time.
- Create vast libraries of hard-to-spell words and commonly used phrases, sentences and paragraphs of text including graphics.

Slide Management:

- Learn how to rearrange slide order using the normal view and slide sorter views.
- Group slides using the slide section tool.
- Create and name sections.
- Move slides in and out from one section to another.
- Rearrange section groups easily and flawlessly.
- Delete sections only and sections along with slide content.
- Learn how to duplicate, delete and restore slides.
- Import slides from other presentations as well as export slides to other presentations.

Bullets and Multilevel Lists:

- Applying character and numeric bulleting to text lines.
- Customize bullet spacing and lines spacing together.
- Access thousands of special characters and graphics used in bulleting.
- Utilize fixed and customized tabs and indenting.
- Apply mouse and keyboard shortcuts to create special alignment and spacing effects.
- Rearrange and duplicate bulleted lists.

Slide Formatting:

- Formatting with the ribbon and dialogue boxes.
- Using the format painter.
- Finding and replacing text and formatting.
- Change the page setup options for your slides including headers, footers, orientation and overall alignment.
- Add comments to various areas of a slide for possible collaboration purposes or notes-to-self.

Formatting with Themes:

- Understand how themes dictate the overall formatting (personality) of the presentation.
- Simplify overall presentation formatting by applying a variety of standard themes to all presentation slides.
- Create and apply color themes to slides.
- Changing the color and graphical backgrounds of slides.
- Apply multiple themes to a presentation.
- Learn how to remove themes applied to a presentation.
- Learn to create a theme based off a presentation to then apply to other presentations.

Mastering the Slide Master:

- Understand how the slide master facilitates the editing of your presentation's theme(s).
- See the relationship between themes, slide layouts and the slide master.
- Access the slide master to change or modify the presentation's current theme.
- Apply the changes made in this process to the presentation.
- Learn how to save the changes made to the master slide, as a new theme.

Proofing and Translating:

- Run spell check to correct spelling mistakes.
- Use the thesaurus tool to find alternate words for current text including antonyms.
- Translate some or all of your presentation into any one of forty-plus languages.

Presentation File Management:

- Recovering your presentation from a loss.
- Learn the different ways of saving your presentation that can have positive and negative outcomes to successful presentation delivery.
- Understand popular file types the presentation can be saves under including PDF, XPS and XML.
- Save as an interactive web page and as a MPEG-4 Video or Windows Media Video.
- Learn how to share your presentation with others including collaboration using the OneDrive cloud storage platform.
- Learn how to create a PowerPoint show that includes all links and fonts, making for a successful delivery of your presentation from any computer.

Presentation Printing:

- Learn to print your entire presentation onto paper or transparencies (who uses those anymore?).

- Print your notes pages for the entire presentation.

- Print an outline of your entire presentation for collaboration and backup purposes.

- Create audience handouts that display thumbnails of each slide along with an area to write notes (very popular).

Module 2 – Tables, Graphics and Delivery

Tables and Spreadsheets:

- Insert tables with a set number of columns and rows.
- Adjust column widths and row heights.
- Re-align a table that partially drifts off the slide.
- Set table to automatically adjust in height, width and overall dimensions using autoformat.
- Insert and delete columns and rows using a variety of techniques.
- Add shading and solid fills to various cells, columns or rows.
- Split cells and merge cells.
- Use the drawing tool to add columns, rows and cells as an alternative.
- Align text in up to 9 different ways as well as rotate text in up to 3-directions.
- Add borders to the outer table perimeter.
- Apply eye-catching table formatting styles.
- Sort table data by any column (field).
- Add formulas to calculate column and row data.
- Copy and insert tables from Microsoft Word.
- Copy or Link spreadsheets as tables in slides.
- Embed new spreadsheets in slides.
- Insert spreadsheets as icons in slides that can be opened and displayed while delivering your presentation.

Graphic Shapes:

- Create a text box to type text outside the document's text area.
- Modify and format text boxes.
- Use drawing tools to add a variety of shapes.
- Insert graphic shapes from a vast library of items.
- Add and align text within shapes.
- Add color, patterns and pictures to shapes.
- Change an existing shape and apply formatting styles and effects.
- Align shapes using ribbon tools and powerful visual alignment grids.
- Make and insert screen shots to your slides.
- Rotate and flip objects.
- Group shapes for special effects.
- Use copy/paste and the duplication tool technique.
- Rearrange, resize, organize and format shapes.
- Applying special effects to graphics and enhance them with fills, themes, shadows, preset formats, textures, gradients, 3D effects and more.
- Use special paste options to paste a copied object as a picture or to create a link.
- Connect shapes to one another by adding connectors that can be easily formatted with color, thickness and dashes.

Digital Pictures:

- Working with Online Pictures.
- Insert watermarks into a presentation.
- Apply transparency settings and create a watermark.
- Choose settings for printing background colors and images.
- Insert pictures into a slide.
- Format pictures using the Picture Tools contextual tab.
- Add shadows and reflections to pictures.
- Apply a glow, soft edges, and 3-D formatting or rotation to an object.
- Apply color saturation, tone, and recolor options to a picture.
- Change image brightness and contrast and soften or sharpen images.
- Compress and crop pictures.
- Remove the background of an image.
- Add available screenshots or screen clippings you create to documents.

Multimedia:

- Inserting sounds, music and video.
- Trim the frontend and/or backend of the video or music.
- Automating sound and video to play automatically upon slide arrival.
- Set sound to play across multiple slides.
- Add voice narration to any number of slides.

Graph Charts and Diagrams:

- Learn how graph charts are used to make information easier to visualize.
- See how underlying patterns found in all graphics can be used to more impactfully communicate what your raw data conveys.
- Learn to create eye-catching graphics that show trends and cycles, easily and quickly.
- Insert a chart graph manually or the slide layout choice.
- Create graphs including column, bar, line, area, scatter, surface and radar to donut, waterfall, box & whisker, sunburst, Treemap and histogram.
- Create combo charts that include multiple types.
- Analyze further with varieties of trendlines and forecasting.
- Add, remove and modify graph elements and options.
- Fine-tune chart color and style, resize, titles, gridlines, labels and legends.
- Modify axes and add additional axes.
- Duplicate and move within the document and between files.
- Insert and optionally link graphs from other programs like Excel and Word.
- Link and dynamically link graphs to/from other program files.
- Link data that drives the graph from other outside sources.
- Create graph chart templates to create future graphs in a fraction of the time.
- Convert bulleted text into SmartArt diagrams.
- Insert a variety of SmartArt diagram objects including lists, processes, cycles, hierarchy's, matrixes, pyramids and more.
- Adjust the layout of the shapes used in the SmartArt objects.
- Apply new layouts and formatting styles.
- Add additional object shapes using the pane.

Animate Slide Content:

- Animate text and objects on individual slides for attention-grabbing presentations.

- Apply any number of preset animation settings and options to different parts of your slides.

- Go deeper and apply entrance and exit effects, emphasis and marquee.

- Apply fading effects to text.

- Change the order in which objects are animated.

- Animate specific elements in graphs as well as those in SmartArt diagrams.

Slide Transitions:

- Learn how to properly apply transitional effects to slides in your presentation.

- Apply subtle, exciting and dynamic content transitions to your slides.

- Apply optional effect settings to the transitions.

- Add sound that plays during the transitional effect.

- Set the duration a transition takes to play through.

- Apply specific duration to individual slides, groups and sections of slides and to the entire presentation.

Rehearsals and Narrations:

- Using the rehearse timings feature to automatically set how much time is spent on each slide when running a slide show automatically with no presenter intervention.

- Use the record slide show feature to record narrations, ink, laser pointer gestures, and slide and narration timings for when running a slide show automatically with no presenter intervention.

- Learn how to override timings with different durations.

- Know how to rearrange slides and sections of slides without effecting timings and narrations.

Presentation Setup and Delivery:

- Learn what is needed for successful presentation delivery from any computer.

- Understand how to deliver your presentation manually and how to run it automatically (with no presenter intervention) using rehearsed timings and narrations.

- Learn how to deliver your presentation using the new presenter view feature including using the slide navigation, inking, blackout, whiteout, pen, laser pointer and highlighter tools.

- Deliver your presentation online over the web using the present online feature.

- Package and copy a presentation to a CD/DVD.

- Save your presentation as a self-running show as a single file, that includes all links and fonts, that can be run from any computer, flawlessly.

Custom Slide Shows (Decks):

- Learn how the custom slide shows feature can adapt a single presentation for a variety of different audiences.

- Create an independent group of slides from your presentation that can be easily presented from within the presentation.

- Learn how to rearrange the slide order, add additional slides and remove slides as well.

- Easily delete a custom slide show as well.

- Learn how to use create and use hyperlinked custom shows to further organize content in a presentation.

- Develop a primary custom show with hyperlinks to any number of second.