

## PowerPoint Topic List

Don't see a topic listed? Just ask!

### **Module 1:**

#### **Learning Outcomes:**

1. *Navigate the PowerPoint interface and manipulate core components*
2. *Design presentations with templates, themes and layouts*
3. *Add and format text and images*

#### **Lesson 1: Getting Started with PowerPoint**

- Navigating the PowerPoint Interface
- Viewing a Presentation's Different Components
- Creating and Saving PowerPoint Presentations
- Using PowerPoint Help

#### **Lesson 2: Developing a PowerPoint Presentation**

- Selecting a Presentation Type
- Editing Text with Shortcuts
- Building a Presentation
- Using PowerPoint Designer\* (Office 365 Users)

### **Lesson 3: Performing Advanced Text Editing Operations**

- Formatting Characters
- Formatting Paragraphs
- Formatting Text Boxes

### **Lesson 4: Adding Graphical Elements to Your Presentation**

- Inserting and Formatting Images
- Using the Background Removal Tool
- Inserting and Formatting Shapes
- Using the PowerPoint Eyedropper

### **Module 2:**

#### **Learning Outcomes:**

1. *Align, layer and group PowerPoint objects.*
2. *Create or import table data into a PowerPoint presentation*
3. *Create charts using PowerPoint or Excel*
4. *Create dynamic presentations with animations and transitions*

### **Lesson 5: Modifying Objects in Your Presentation**

- Formatting Objects
- Grouping Objects
- Arranging and Aligning Objects
- Animating Objects

### **Lesson 6: Adding Tables to Your Presentation**

- Creating a Table
- Formatting Tables
- Inserting a Table from Other MS Office Applications

## **Lesson 7: Adding Charts to Your Presentation**

- Creating a Chart
- Formatting a Chart
- Inserting a Chart from MS Excel

## **Lesson 8: Preparing to Deliver Your Presentation**

- Reviewing Your Presentation
- Using MORPH and Other Transitions
- Printing Your Presentation
- Delivering Your Presentation

## **Module 3:**

### **Learning Outcomes:**

1. *Customize the Ribbon for easier access to your favorite commands*
2. *Create and update templates and slide master layout options*
3. *Incorporate SmartArt, headers, footers and math equations*

## **Lesson 1: Modifying the PowerPoint Environment**

- Customizing the Ribbon
- Setting PowerPoint Options

## **Lesson 2: Customizing Design Templates**

- Modifying Slide Masters and Slide Layouts
- Creating Custom Layouts using placeholders
- Adding Headers and Footers
- Modifying the Notes Master and the Handout Master

### **Lesson 3: Adding SmartArt and Math Equations**

- Creating and Modifying SmartArt
- Animating SmartArt
- Adding Math Equations

### **Module 4:**

#### **Learning Outcomes:**

1. *Be able to insert audio and video files for launch within a presentation*
2. *Collaborate with your team on PowerPoint design and revisions using OneDrive*
3. *Make use of PowerPoint's presentation prep and delivery features*

### **Lesson 4: Working with Media and Animations**

- Adding Audio to a Presentation
- Adding Video
- Using Microsoft Stream or Files from your Computer
- Taking Advantage of the Screen Recording Tool
- Setting Video/Audio Playback Options
- Customizing Animations and Transitions

### **Lesson 5: Collaborating on a Presentation**

- Reviewing a Presentation
- Marking as Final
- Inspecting Presentations for Hidden Properties

- Storing and Sharing Presentations via OneDrive and MS Teams

## **Lesson 6: Customizing a Slide Show**

- Annotating a Presentation
- Adding Subtitles
- Setting Up a Slide Show
- Creating Custom Slide Shows
- Adding Action Buttons and Hyperlinks for Slide Navigation
- Adding a Zoom Feature to Images
- Recording and Replaying a Presentation with your Narration