

Lesson 6: Adding Tables to a Presentation

Topic 6A: Create a Table

Topic 6B: Format Tables

Topic 6C: Insert a Table from Microsoft Word

Lesson 7: Inserting Charts in a Presentation

Topic 7A: Create a Chart

Topic 7B: Edit Chart Data

Topic 7C: Modify a Chart

Topic 7D: Paste a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver a Presentation

Topic 8A: Review Content

Topic 8B: Add Transitions

Topic 8C: Apply an Animation Effect

Topic 8D: Create Speaker Notes

Topic 8E: Print a Presentation

311 – Learning PowerPoint

This class is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft PowerPoint presentations. Topics covered will include adding clipart to your presentation, creating charts and tables, and presentation delivery.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- get started with PowerPoint.
- create a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify objects on slides.
- add tables to a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

Course Content

Lesson 1: Getting Started with PowerPoint

Topic 1A: Explore the User Interface

Topic 1B: Navigate and View a Presentation

Topic 1C: Use Microsoft PowerPoint Help

Topic 1D: Enter Text

Topic 1E: Save a Presentation

Lesson 2: Creating a Presentation

Topic 2A: Create a Presentation

Topic 2B: Edit Text

Topic 2C: Add Slides to a Presentation

Topic 2D: Arrange Slides

Topic 2E: Work with Themes

Lesson 3: Formatting Text on Slides

Topic 3A: Apply Character Formats

Topic 3B: Apply Paragraph Formats

Topic 3C: Format Text Placeholders

Lesson 4: Adding Graphical Objects to a Presentation

Topic 4A: Insert Clip Art and Pictures

Topic 4B: Draw Shapes

Topic 4C: Insert WordArt

Lesson 5: Modifying Objects

Topic 5A: Work with Objects

Topic 5B: Change Object Orientation

Topic 5C: Format Objects

Topic 5D: Group and Ungroup Objects

Topic 5E: Arrange Objects