



PowerPoint Introduction

2348 Post Road
Warwick, Rhode Island 02886
Tel: 401-921-2450 Fax: 401-921-2463
www.homekeyinc.com

Prerequisites

Knowledge of the appropriate Windows operating system. Must be familiar with the mouse, menus, dialog boxes, scroll bars, the Start menu and the taskbar. Proficiency with minimizing, maximizing and restoring windows is required.

Duration 1 day(s)

Getting Started

- Starting PowerPoint
- Understanding the Display Screen
- Using Personalized Menus
- Using Personalized Toolbars
- Changing Menu and Toolbar Options
- Using Task Panes
- Opening a Presentation
- Managing Open Presentations
- Using PowerPoint Help

Learning PowerPoint Basics

- Changing Views
- Using Zoom in Views
- Moving through Slides
- Saving a Presentation
- Closing a Presentation
- Exiting PowerPoint

Creating Presentations

- Creating a New Presentation
- Using the Slide Layout Task Pane

Creating Slides on the Outline Tab

Selecting Slides in Normal View

Adding or Deleting Slides

Applying a Design Template

Using the AutoContent Wizard

Working with Text in the Slide Pane

Selecting Text

Creating Bulleted and Numbered Lists

Using Text Boxes

Formatting Text

Formatting Bullets and Numbers

Indenting Text

Changing Line Spacing

Manipulating Slides and Text

Using Slide Sorter View

Using the Outline Tab

Using Slide Finder

Copying and Moving Text

Using Collect and Paste

Inserting a Duplicate Slide



PowerPoint Introduction

1665 Hartford Avenue
Johnston, Rhode Island 02919
Tel: 401-272-8540 **Fax:** 401-272-6470
www.homekeyinc.com

Creating a Summary Slide

Using Editing Tools

Working with AutoCorrect

Checking Spelling as You Type

Using the Style Checker

Replacing Text

Using Undo and Redo

Working with Clip Art

Inserting Clip Art

Managing Clips in the Clip Organizer

Adding Clips to the Clip Organizer

Moving and Resizing Clip Art

Recoloring Clip Art

Modifying Clip Art

Creating and Modifying a Photo Album

Viewing and Printing Presentations

Using Slide Show View

Creating Speaker Notes

Using Page Setup

Using Print Preview

Printing a Presentation

Formatting Handouts in Word