Microsoft PowerPoint Training Course

This Microsoft PowerPoint training class covers a broad range of topics to help you quickly get up-and-running. Learn how to use Microsoft PowerPoint and the rich functionality it offers to create presentations with an impact. You will learn to use outlines, create slides from existing Microsoft Word documents, establish the timing of presentations, as well as add sound, animation, and video to your presentations. You will also learn design guidelines for creating effective presentations.

What you’ll learn in this training course

• How to create presentations in Microsoft PowerPoint
• Applying themes to presentations
• Working with tables and charts, and columns
• Adding graphics and multimedia
• Creating transitions
• Designing and delivering effective presentations

Audience for this training course

This Microsoft Word training class is for professionals who would like to learn skills to efficiently use this word processing application.

Training course duration

This class is a one day in length. It runs from 9:30 am- 4:30 pm. Lunch break is approximately from noon - 1:00 pm.

Training course curriculum

This training course uses provided lesson files and instructor selected resources.

Enrolling in this Microsoft PowerPoint training course

You can register for this training class online at agitraining.com, or by calling 781-376-6044 or 800-851-9237.

Locations for this Microsoft PowerPoint training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.
Microsoft PowerPoint training class topics:

Getting Started with PowerPoint
PowerPoint user interface
The Ribbon and Backstage view
Choosing a look with the Design tab
Moving from content to performance

Building your presentation content
Building an outline
Editing slide content
Formatting inserted images
Creating notes pages
Reading view
Working with text, images, visual effects
Simplified text handling
Inserting images
Adding and editing animations
Transitions and slide sorter
Design tools
Understanding templates
Applying themes to a slide show
Customizing a theme in the Slide Master view

Designing Presentations
Building better slides
Working with text
Filling in an existing text area
Adding and styling text boxes
The Format pane
AutoFit and text boxes
Styling text with WordArt
Formatting the whole presentation

The Slide Master view
Editing the Slide Master
Creating custom slide layouts
Adding a custom slide layout
Completing the custom layout
Applying the custom layout
Customizing a presentation theme
Changing a theme’s visual scheme

Using Tables, Charts, and SmartArt
Giving structure to your content
Transforming text into SmartArt
Formatting bulleted lists as SmartArt
Visually editing a flowchart
Styling a piece of SmartArt
Piecing together SmartArt
Linking and embedding external data
Embedding an Excel worksheet
Editing embedded objects
Creating a linked object
Creating a chart from tabular data
Generating charts in PowerPoint
Editing individual chart elements
Linking a chart to external Excel data
Styling charts and graphs

Adding Graphics and Multimedia to Your Presentation
Beyond bulleted lists and bar graphs
Recoloring and adjusting images
Cropping an image
Reordering images
Adding visual impact with animations
Creating a crossfade effect
Creating complex scenes by clustering animations
Enriching slides with sound effects
Adding background sounds to a presentation
Trimming and triggering sound effects
Adding custom actions to slide objects
Integrating video into a presentation
Embedding and formatting video
Embedding local video
Media compression and compatibility

Laying out slide elements
Taking advantage of the grid
Working with alignment guides
Delivering presentations
Preparing for your presentation
Setting up the slide show
Controlling your presentation from the keyboard

Creating custom slide shows
Presenting in slide show preview
Mission control: PowerPoint’s presenter view
Using speaker notes
Formatting and printing notes pages
Designing a printed handout
Navigating with the slide sorter
Going to a black or white screen
Focusing audience with the Pen tools
Using the laser pointer and highlighter
Keeping ink annotations

Rehearsing your presentation
Recording slide and presentation timings
Recording narration and pointer movements
Tweaking and removing timings, narration, and laser pointer movements

Presenting online
Delivering a presentation online
Embedding your slide show in a web page
Presentation tips