



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