



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX 7408
Course Name: Microsoft PowerPoint - Introduction
Course Length: 18 Hours

Last Revised On: 6/16/08

Description:

In this class students will create, edit, format, save and print a presentation using MS PowerPoint. Students will also learn to change the slide master, create charts, add WordArt, work with drawing tools and use clip art to enhance presentations. Lastly, students will learn how to create slide transitions, run a slide show, and understand the Internet features of PowerPoint.

Objectives:

- Creating a Presentation in PowerPoint
- Modifying a Presentation
- Inserting Objects into a Presentation
- Finishing a Presentation
- Working with Advanced Tools and Masters
- Enhancing Charts
- Inserting Illustrations, Objects, and Media Clips
- Using Advanced Features

Content:

1. Creating a Presentation in PowerPoint
 - Defining Presentation Software
 - Planning an Effective Presentation
 - Examining the PowerPoint Window
 - Entering Slide Text
 - Adding a New Slide
 - Applying a Design Theme
 - Comparing Presentation Views
 - Printing a PowerPoint Presentation



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2. Modifying a Presentation
 - Entering Text in the Outline Tab
 - Formatting Text
 - Converting Text to SmartArt
 - Inserting and Modifying Shapes
 - Editing and Duplicating Shapes
 - Aligning and Grouping Objects
 - Adding Slide Headers and Footers
 - Checking Spelling in a Presentation

3. Inserting Objects into a Presentation
 - Inserting Text from MS Word
 - Inserting Clip Art and Styling a Picture
 - Inserting a Text Box and a Chart
 - Entering and Editing Chart Data
 - Inserting a Table and Formatting WordArt

4. Finishing a Presentation
 - Understanding Masters
 - Customizing the Background Style
 - Using Slide Show Commands
 - Setting Slide Show Transitions and Timings
 - Setting Slide Animation Effects
 - Inspecting and Evaluating a Presentation
 - Creating a Design Template

5. Working with Advanced Tools and Masters
 - Drawing and Formatting Connectors
 - Using Advanced Formatting Tools
 - Customizing Animation Effects
 - Creating Custom Slide Layouts
 - Formatting Master Text
 - Changing Master Text Indents
 - Adjusting Text Objects
 - Customizing Handout and Notes Masters



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6. Enhancing Charts
 - Working with Charts
 - Changing Chart Design and Style
 - Customizing a Chart Layout
 - Formatting Chart Elements
 - Animating a Chart
 - Embedding an Excel Chart
 - Linking an Excel Worksheet
 - Updating a Linked Excel Worksheet

7. Inserting Illustrations, Objects, and Media Clips
 - Creating Custom Tables
 - Designing and Formatting a SmartArt Graphic
 - Inserting an Animation and Sound
 - Using Macros
 - Adding Action Buttons
 - Inserting a Hyperlink

8. Using Advanced Features
 - Using Templates and Adding Comments
 - Sending and Reviewing a Presentation
 - Using Advanced Slide Show Options
 - Creating a Custom Show
 - Preparing a Presentation for Distribution
 - Saving a Presentation for the Web
 - Packaging a Presentation

Prerequisites:

- Introduction to the PC and Windows or equivalent experience

Method of Instruction:

- Lecture, demonstration and hands on

Evaluation:

- Exam: No
- Demonstration of Skills: Yes
- Class Participation: Yes



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