



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT8023
Course Name: Microsoft PowerPoint, Level 1
Course Length: 7 Hours

Last Revised On: 7/7/08

Description:

In this course, the student will learn how to create electronic presentations.

Objectives:

- 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

Content:

1. Getting Started with PowerPoint
 - Explore the User Interface
 - Navigate and View a Presentation
 - Use Microsoft PowerPoint Help
 - Enter Text
 - Save a Presentation
2. Creating a Presentation
 - Create a Presentation
 - Edit Text
 - Add Slides to a Presentation
 - Arrange Slides
 - Work with Themes
3. Formatting Text on Slides
 - Apply Character Formats
 - Apply Paragraph Formats
 - Format Text Placeholders



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4. Adding Graphical Objects to a Presentation
 - Insert Clip Art and Pictures
 - Draw Shapes
 - Insert WordArt
5. Modifying Objects
 - Work with Objects
 - Change Object Orientation
 - Format Objects
 - Group and Ungroup Objects
 - Arrange Objects
6. Adding Tables to a Presentation
 - Create a Table
 - Format Tables
 - Insert a Table from Microsoft Word
7. Inserting Charts in a Presentation
 - Create a Chart
 - Edit Chart Data
 - Modify a Chart
 - Paste a Chart from Microsoft Excel
8. Preparing to Deliver a Presentation
 - Review Content
 - Add Transitions
 - Apply an Animation Effect
 - Create Speaker Notes
 - Print a Presentation

Prerequisites:

- Intro to the PC and Windows or equivalent experience and experience with the internet.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: NO
- Class participation: YES
- Demonstration of Skills: YES



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