



Microsoft Power Point Basic Course Outline

An Orientation to PowerPoint

The PowerPoint Environment
Orientation to Views
Navigate Through a Presentation
Edit Slide Text
Save the Presentation
Run a Slide Show

Beginning a Presentation

Create a New Presentation
Change Background Color
Add Slides to a Presentation
Enter Text

Formatting Text Slides

Apply Character Formats
Align Text
Change Line Spacing
Change Indents

Modifying Objects

Resize Objects
Copy and Duplicate Objects
Move Objects
Changing Object Orientation
Format Objects
Group and Ungroup Objects
Change the Order of Objects

Adding Images to a Presentation

Add Clip Art
Add a Picture from a File
Draw Lines and Shapes
Insert WordArt

Preparing to Deliver a Presentation

Spell Check
Arrange Slides
Add Transitions
Create Speaker Notes
Send a Presentation to
Microsoft Word
Print the Presentation
Package a Presentation for CD