

PowerPoint

Duration: 2 Day, 4 Modules
Module Price: \$130

Course Description

PowerPoint: Day 1

Module 1

Lesson 1: Getting Started with PowerPoint

Topic A: Navigate the PowerPoint Environment

Topic B: View and Navigate a Presentation

Topic C: Create and Save a PowerPoint Presentation

Topic D: Use PowerPoint Help

Lesson 2: Developing a PowerPoint Presentation

Topic A: Select a Presentation Type

Topic B: Edit Text

Topic C: Build a Presentation

Lesson 3: Performing Advanced Text Editing Operations

Topic A: Format Characters

Topic B: Format Paragraphs

Topic C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

Topic A: Insert Images

Topic B: Insert Shapes

Module 2

Lesson 5: Modifying Objects in Your Presentation

Topic A: Edit Objects

Topic B: Format Objects

Topic C: Group Objects

Topic D: Arrange Objects

Topic E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

Topic A: Create a Table

Topic B: Format a Table

Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

Topic A: Create a Chart

Topic B: Format a Chart

Topic C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

Topic A: Review Your Presentation

Topic B: Apply Transitions

Topic C: Print Your Presentation

Topic D: Deliver Your Presentation

PowerPoint: Day 2

Module 3

Lesson 1: Modifying the PowerPoint Environment

Topic A: Customize the User Interface

Topic B: Set PowerPoint 2016 Options

Lesson 2: Customizing Design Templates

Topic A: Modify Slide Masters and Slide Layouts

Topic B: Add Headers and Footers

Topic C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt and Math Equations to a Presentation

Topic A: Create SmartArt

Topic B: Modify SmartArt

Topic C: Write Math Equations

Module 4

Lesson 4: Working with Media and Animations

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

Topic A: Review a Presentation

Topic B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

Topic A: Annotate a Presentation

Topic B: Set Up a Slide Show

Topic C: Create a Custom Slide Show

Topic D: Add Hyperlinks and Action Buttons

Topic E: Record a Presentation

Lesson 7: Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Broadcast a Slide Show

Topic C: Create a Video or a CD

Schedule

Date	Location	Duration
Sep 11-12, 2018	Live Online Training	2 Day, 4 Modules
Sep 11-12, 2018	San Francisco	2 Day, 4 Modules
Oct 1-2, 2018	Live Online Training	2 Day, 4 Modules
Oct 1-2, 2018	San Francisco	2 Day, 4 Modules
Nov 5-6, 2018	Live Online Training	2 Day, 4 Modules

Nov 5-6, 2018	San Francisco	2 Day, 4 Modules
Dec 3-4, 2018	Live Online Training	2 Day, 4 Modules
Dec 3-4, 2018	San Francisco	2 Day, 4 Modules

This schedule is as of 08/19/2018 6:00 PM Pacific Standard Time

Learn iT! San Francisco - 33 New Montgomery St. - Suite 300 - San Francisco, CA 94105 - 855.838.5028 or 415.693.0250

Learn iT! San Jose - 2025 Gateway Place - Suite 390 - San Jose, CA 95110 - 855.838.5028 or 408.200.0953

Learn iT! New York - 330 West 38th St. - Suite 301 - New York, NY 10018 - 855.838.5028

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