



115-P25-CE



In-Class



16 hours

Course Description:

This comprehensive Microsoft PowerPoint training class is designed for participants who have basic skills with Microsoft PowerPoint and want to advance their skills to learn how to apply and customize themes and backgrounds, utilize Slide Masters and layouts, implement special effects and animations, effectively use SmartArt, incorporate and manage multimedia elements, set up and customize slide shows, export presentations, handle multiple presentations simultaneously, and share and secure presentations, given access to Microsoft PowerPoint software, with a high level of proficiency and confidence.

Target Audience:

Participants who want to know basic skills with Microsoft PowerPoint passing to learn advanced-level skills or participants who want to learn the topics covered in this course in the interface

Course Objectives:

- Create a PowerPoint presentation from start to finish.
- Use the Ribbon effectively for various PowerPoint features.
- Customize the Quick Access Toolbar.
- Use the Backstage View to manage presentation files and settings.
- Apply formatting techniques.
- Integrate images within PowerPoint slides.
- Create tables and charts.
- Finalize PowerPoint presentations for delivery.
- Apply themes, backgrounds, and other design elements for a cohesive look.
- Manage Slide Masters for consistency across a PowerPoint presentation.
- Implement special effects, such as animations and transitions.
- Use SmartArt graphics to visually represent information.
- Use multimedia elements, such as photos, audio, and video.
- Configure slide show settings for an effective and professional presentation.
- Manage outlines and slides to support various presentation formats and needs.

- Integrate multiple presentations for a cohesive final product.
- Share presentations for accessibility and protection of content.
- Use cloud services to store, access, and collaborate on PowerPoint presentations.

Course Outline:

Module 1: Creating a PowerPoint Presentation

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation

Module 2: The Ribbon

- The Ribbon
- Tabs
- Groups
- Commands
- The Tell Me Tab

Module 3: The Quick Access Toolbar

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

Module 4: The Backstage View (The File Menu)

- Introduction to the Backstage View
- Opening a Presentation
- New Presentations and Presentation Templates
- Presentation Properties
- Adding Your Name to Microsoft PowerPoint



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Module 5: Formatting Microsoft PowerPoint Presentations

- Selecting a Slide Layout
- Adding Text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a presentation
- Arranging Slides

Module 6: Working with Images

- Adding Images to a Slide
- Inserting a Picture
- Inserting Icons
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Creating
- Applying a Style and Cropping an Image
- Grouping and Ungrouping Images
- Arranging Images
- Adding Shapes
- Using Digital Ink

Module 7: Working with Tables and Charts

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources

Module 8: Customizing Presentations

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections

Module 9: Presentation Masters

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide Numbers Using the Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Modifying the Notes Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

Module 10: Working with Special Effects

- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

Module 11: Using SmartArt

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

Module 12: Multimedia

- Creating a Photo Album
- Adding Captions



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- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips

Module 13: Setting up the Slide Show

- Setting up a Custom Show
- Creating a Hyperlink
- Adding an Action Button
- Jumping to Another Presentation
- Using Rehearse Timing
- Navigating within a Slide Show
- Annotating a Presentation
- Recording a Slide Show
- Setting Up a Slide Show to Repeat Automatically

Module 14: Outlines and Slides

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic

Module 15: Managing Multiple Presentations

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint

Module 16: Sharing and Securing a Presentation

- Sharing a Presentation with a Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Using Comments
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Encrypting a Presentation
- Adding a Digital Signature

- Compressing Pictures
- Sending a Presentation in PDF Format

Module 17: Finalizing Microsoft PowerPoint Presentations

- Checking Spelling
- Accessing Different Views of a Presentation
- Organizing a Presentation in Sections
- Adding Transitions to Slides
- Adding Speaker Notes
- Running a Slide Show
- Printing a Presentation

Module 18: Cloud

- Using the Cloud

Assessment and Attendance Strategy:

- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions

Upon Successful Completion of this Course, participants will obtain:

1.3 CEUs

Course Language:

- Material: English
- Instruction and Explanation: Bilingual (EN <>AR)

Prerequisites:

Good knowledge of Microsoft Windows