



### Microsoft PowerPoint for Designers

**Microsoft PowerPoint for Designers** is a one-day, hands-on course that will teach you to use PowerPoint to deliver presentations with pizzazz. In this course, you will learn to use PowerPoint to design, present, and collaborate on presentations. Additionally you will learn about the latest and greatest features of PowerPoint such as Live Preview, themes, new custom layouts, presenter view and the enhanced special effects.

**Target Student:** Individuals with any level of experience who are interested in learning more about slide formatting, working with tables, images, and objects, charting data, and presentation preparation as well as gaining the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery.

**Prerequisites:** Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured hands-on activities.

**Benefits:** After completing this course, you will be able to design PowerPoint presentations with cutting-edge interaction and special effects. You will also be able to take advantage of collaboration functionality to ease in the creation and delivery of your presentations.

#### What's Next:

**Adobe Acrobat/PDF** Learn how to create and secure PDFs for document distribution on the Web.

**Flash Rich Content Creation** Add animation and user interaction to your website with graphics, text and sound effects.

**Adobe Presenter** Learn to turn PowerPoint files into dynamic, self contained eLearning modules which can be delivered on their own, or integrated with Connect or other LMS systems.

#### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Manipulate an existing PowerPoint presentation.
- Format text slides.
- Add tables, chart data, modify objects, and add images.
- Lay out slides efficiently.
- Create a design template.
- Create organization charts and diagrams.
- Add special effects.
- Use collaborative functionality.
- Create a web-based presentation.





## Microsoft PowerPoint 1 Day

### Overview of PowerPoint

The PowerPoint Environment  
Orientation to Views  
Navigate Through a Presentation  
Run a Slide Show

### Designing a Presentation

Create a New Presentation  
Add Slides to a Presentation  
Create a Presentation from a Microsoft Word Outline  
Apply Character Formats  
Change Line Spacing and Indents

### Adding Tables to a Presentation

Create and format Tables  
Insert a Table from Microsoft WordFlow Text

### Charting Data

Create a Column Chart  
Edit Chart Data and Change Chart Type  
Insert a Chart from Microsoft Excel

### Modifying Objects

Resize Objects  
Copy, Duplicate, and Move Objects  
Changing Object Orientation  
Format Objects  
Group and Ungroup Objects

### Adding Images to a Presentation

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

### Preparing to Deliver a Presentation

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

### Creating a Custom Design Template

Define Design Template Characteristics  
Create and Save a Custom Color Scheme  
Set Up a Slide Master

### Adding Organization Charts and Diagrams

Working with Organization Charts  
Applying a Chart Layout  
Create a Diagram and Draw a Flowchart

### Adding Special Effects

Add Sound, Movies, and Animation  
Emphasize Objects  
Set a Motion Path

### Creating Web Presentations

Create a Group Home Page using AutoContent Wizard  
Hyperlink to a Web Page  
Publish as a Web Page

### Collaborating in PowerPoint

Set Password Protection  
Work with Comments  
Send a Presentation for Review  
Merge Revision Copies  
Apply Reviewer Changes

### Advanced Delivery of a Presentation

Hyperlink Within PowerPoint  
Add an Action Button  
Set Up a Custom Show  
Annotate a Presentation  
Working with Narrations and Slide Timings  
Set Up a Slide Show to Repeat Automatically