Course Title: Microsoft PowerPoint in a Day

Course Description:
Make your presentation better than ordinary to develop computer-based presentations and manage presentation materials, including slides, handouts, speaker notes and animation. Add sound and keep your audience awake!

Course Prerequisite(s):
Microsoft Windows

Course Objectives:
Student will be able to develop computer-based presentations and manage presentation materials, including slides, handouts, speaker notes and automation.

Textbook(s):
Microsoft PowerPoint 2013: Level 1
Labyrinth Learning

Next Class Possibilities: Intermediate PowerPoint in a Day

Lesson Plan
Lesson 1: Creating and Delivering a Presentation
Presenting PowerPoint
Using Document Themes
Creating a Basic Presentation
Delivering the Slide Show
Getting Help

Lesson 2: Designing the Presentation
Working with Slides
Working with Outlines
Working with Word Integration
Formatting Your Presentation
Using the Format Painter
Using the Slide Sorter
Organizing with Sections
Printing Your Presentation

Lesson 3: Adding Graphics, Animation, and Sound
Working with ClipArt
Adding Other Graphics
Working with Shapes
Working with Slide Transitions
Using Slide Animation
Adding Sound Effects
Lesson 4: Inserting Charts
Inserting Charts
Working with External Excel Documents
Creating SmartArt Diagrams