Course Title:  Microsoft PowerPoint I

Course Description:  
This class introduces the basic features of this popular presentation software. Learn to create and edit slides; use ClipArt, animation, and sound; use SmartArt diagrams and run a slide show.

Course Prerequisite(s):  
Microsoft Windows

Course Objectives:  
Learn to create and edit slides. Learn basics of running a slide show and how to use special effects to keep your audience’s attention.

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

Next Class Possibilities:  Microsoft PowerPoint II

Lesson Plan – by week or session  
Session 1:  Creating and Delivering a Presentation  
- Presenting PowerPoint  
- Using document themes  
- Creating a basic presentation  
- Delivering the slideshow  
- Getting Help
Session 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
- Reinforce your skills
- Apply your skills
- Extend your skills
- Transfer your skills

Session 3: **Adding Graphics, Animation, and Sound**
- Working with Online Pictures
- Adding Other Graphics
- Working with Slide Transitions
- Using Slide Animation
- Adding Sound Effects

Session 4: **Inserting Charts**
- Inserting Charts
- Working with external Excel documents
- Creating SmartArt diagrams

Session 5: **Course summary**
- Review
- Instructor’s discretion