

## Introduction to Microsoft PowerPoint 2019 / 2021

### **Module 1**

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation
  
- Start Microsoft PowerPoint.
- Learn about Normal view.
- Create a PowerPoint presentation.
- Save a PowerPoint presentation.
- Import a file into PowerPoint.
- Learn about the Status Bar.

### **Module 2**

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

### **Module 3**

- 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

### **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 Presentations
- Arranging Slides

### **Module 6**

- Adding Images to a Slide
- Inserting a Picture
- Inserting Icons
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Creating Custom Color with the Eyedropper
- Applying a Style and Cropping an Image
- Arranging Images
- Adding Shapes
- Using Digital Ink

### **Module 7: Working with Tables and Charts**

- Inserting a Table
- Formatting Tables
- Importing Tables from Exertal Sources
- Inserting a Chart
- Formatting a Chart
- Importing Charts from Exertnal Sources

### **Module 8: 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