PowerPoint Bootcamp (Inactive)

Learn how to use Microsoft PowerPoint to its full potential with this comprehensive 2-day course. From mastering the basics to creating reusable templates and incorporating multimedia, this class covers everything you need to create engaging and professional presentations.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/powerpoint-bootcamp

hello@nobledesktop.com • (212) 226-4149

Course Outline

PowerPoint for Business

Introduction
- User Interface
- File Management

Creating Presentation
- Adding Text Using Outline View
- Adding Slides

Images
- Getting Images
- Placing Images
- Adjusting/Styling Images

SmartArt
- Building Diagrams
- Styling Diagrams
- Converting Bullet Lists to SmartArt

Shapes
- Creating Shapes
- Styling Shapes
- Adding Text to Shapes
- Adjusting Shapes
- Text Boxes
- Connectors

Layered Objects

- Aligning
- Distributing
- Grouping

Tables

- Creating Tables
- Designing Tables

Charts

- Creating Charts
- Designing Charts
- Saving Chart Templates

Proofing and Editing

- Spell Check
- Using Slide Sorter View
- Printing

Animation

- Slide Transitions
- Slide Animations

Running a Presentation

- Starting and Stopping a Presentation
- Presenting to an Audience
- Navigating
- Annotating
- Using Speaker Notes
- Using Presenter View

Advanced PowerPoint for Business

Designing

- Slide Masters
- Themes and Templates

Collaborating

- Using Outlines
- Reusing Slides

Commenting

- Adding Comments
- Replying to Comments

Navigation

- Hyperlinks
- Action Buttons

Using Multimedia

- Video
- Audio

Charts from Excel
- Paste
- Paste Special Paste
- Paste Special Paste Link

Tables from Excel
- Paste
- Paste Special Paste
- Paste Special Paste Link

Custom Shows
- Building Custom Shows
- Running Custom Shows

Recording a Slideshow
- Slide Timings
- Narration