

# PowerPoint for Business

Learn PowerPoint 2016 for Mac or Windows in one day. Get all the essentials in one quick day and gain a comfort level with the software. You will be off and running with knowledge of masters, templates, and slide transitions.

Group classes in NYC and onsite training is available for this course. For more information, email [hello@nobledesktop.com](mailto:hello@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/powerpoint-1day>



[hello@nobledesktop.com](mailto:hello@nobledesktop.com) •  
[\(212\) 226-4149](tel:2122264149)

## Course Outline

### Introduction

- User Interface
- File Management

### Creating a 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