

PowerPoint Level I

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 or visit: <https://mimi.nobledesktop.com/classes/powerpoint-1day>



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

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