TECHANDGROW

POWERPOINT COURSE CONTENT

Course Requirements

This course will not require you to have previous experience in any particular area but you should have a high school reading level. No books will be required

Course Topics

Introduction to Microsoft PowerPoint 2019

TOPIC 1: Introduction to Presentations

TOPIC 2: Applying Themes and Layouts to Slides

TOPIC 3: Working with Objects

TOPIC 4: Entering, Editing, and Formatting Text

TOPIC 5: Outline View and Proofing Presentations

TOPIC 6: Adding and Reading Notes

TOPIC 7: Inserting Pictures, Graphics, Shapes, and Other Things

TOPIC 8: Inserting Tables into Presentations

TOPIC 9: Charts

TOPIC 10: Adding Sound and Video

TOPIC 11: Adding Transitions and Animation

TOPIC 12: Working with Master Slides

TOPIC 13: Working with SmartArt

TOPIC 14: Printing, Sharing, and Exporting Slides