

# PowerPoint Introduction

## Course Outline

### Course Objective

In this PowerPoint Introduction course, you will learn how to open, navigate and create a PowerPoint presentation. Formatting, inserting objects, and copying data from one slide to another will also be covered.

### Agenda

1. Fundamentals
  - a. Exploring the PowerPoint environment
2. Creating a presentation
  - a. Creating a presentation
  - b. Creating and modifying slide content
3. Formatting
  - a. Working with slide masters and layouts
  - b. Formatting slides and text
4. Working with shapes and images
  - a. Creating and formatting shapes
  - b. Working with images

5. Working with charts and tables
  - a. Working with charts
  - b. Working with tables
  
6. Customization
  - a. Slide transitions
  - b. Additional text options
  - c. Printing

**Course Length:** 1 Day

**Prerequisite:** Microsoft Windows experience