

**Microsoft PowerPoint - Intermediate**

**Category:**

Computers

**Course Prerequisite:**

PowerPoint beginner competency

**Course Length:**

6 hours

**Materials:**

Included

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT  
(virtual or classroom)

**Course Description**Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. Microsoft PowerPoint training provides you with a variety of tools that can help you deliver content in nearly any situation, while saving time and effort.

**Prerequisites**Students should have experience using PowerPoint to create, edit, and deliver multimedia presentations.

**Microsoft PowerPoint Training Course Outline**

* Starting PowerPoint
* Adding a title and subtitle
* Editing and formatting text
* Resizing text placeholders
* Saving a presentation
* Opening and closing a presentation
* Shortcuts for creating a new presentation and new slides
* Creating bulleted and numbered lists
* Changing bulleted symbols
* Creating tables
* Creating charts
* Creating SmartArt Graphics
* Inserting and modifying video files and online videos
* Moving from slide to slide
* Working with views
* Using drawing tools
* Drawing “Perfect” objects
* Resizing an object around a point
* Grouping objects
* Rotating objects
* Stacking objects with Bring Forward/Send to Back
* Spell checking
* Printing
* Inserting pictures
* Presentation guidelines
* Running a slide show