



MS Powerpoint

Level 1

YOUR PARTNER IN EXCELLENCE

Powerpoint basics

- ❖ Looking at powerpoint
- ❖ Opening an existing presentation
- ❖ Exploring powerpoint's views
- ❖ Creating a blank presentation
- ❖ Creating a presentation using templates
- ❖ Navigating a presentation
- ❖ Saving a presentation
- ❖ Adding slides to a presentation
- ❖ Deleting slides
- ❖ Hiding slides
- ❖ Applying themes to a presentation
- ❖ Inserting sections
- ❖ Setting powerpoint options
- ❖ Using help
- ❖ Hiding the powerpoint ribbon
- ❖ Closing a presentation and exiting powerpoint

Inserting and modifying text

- ❖ Creating headers and footers
- ❖ Entering text onto slides
- ❖ Using the notes pane
- ❖ Copying text from one slide to another
- ❖ Moving text from one slide to another
- ❖ Formatting text
- ❖ Using the format painter button
- ❖ Importing text from word
- ❖ Using bulleted lists
- ❖ Setting paragraph alignment
- ❖ Adding columns
- ❖ Using undo and redo

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Working with graphics

- ❖ Adding clip art
- ❖ Adding pictures
- ❖ Using drawing tools
- ❖ Formatting drawing objects
- ❖ Formatting text boxes
- ❖ Using the format shape pane
- ❖ Adjusting graphics
- ❖ Applying image effects
- ❖ Cropping images
- ❖ Applying picture styles to images
- ❖ Using the background removal tool

Manipulating objects

- ❖ Resizing and moving objects
- ❖ Grouping objects
- ❖ Aligning objects
- ❖ Rotating objects
- ❖ Layering objects
- ❖ Working with shapes
- ❖ Inserting wordart
- ❖ Inserting smartart

Tables and charts

- ❖ Inserting a table
- ❖ Applying styles to a table
- ❖ Inserting/deleting rows & columns
- ❖ Adjusting the width/height of rows & columns
- ❖ Formatting table borders
- ❖ Applying cell shading to a table
- ❖ Inserting a chart
- ❖ Formatting a chart
- ❖ Changing the chart type
- ❖ Inserting an organization chart
- ❖ Modifying an organization chart

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Presentation output

- ❖ Previewing a presentation
- ❖ Slide setup
- ❖ Printing slides
- ❖ Printing slide outlines
- ❖ Printing speaker notes
- ❖ Printing handouts

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