



# PowerPoint XP: Introduction

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## **Lesson 1: Introduction to PowerPoint**

- Starting PowerPoint and opening a presentation
- Orientation to the PowerPoint presentation screen
- Orientation to views

## **Lesson 2: Beginning a presentation**

- Creating a title and bullet slide
- Creating a slide in Outline view
- Editing slides
- Spelling

## **Lesson 3: Drawing tools**

- Working with drawing tools
- Working with text and drawn objects
- Enhancing drawn objects

## **Lesson 4: Clip art and WordArt**

- Using clip art
- Inserting a table
- Using WordArt

## **Lesson 5: Organization charts and Microsoft Graph**

- Creating an organization chart
- Organization-chart options
- Orientation to Microsoft Graph
- Editing a column chart

## **Lesson 6: Templates and the Slide Master**

- Selecting a template
- Changing text and bullets in the Slide Master
- Removing Slide Master objects and adding a footer

## **Lesson 7: Slide shows, output, and presentation options**

- Slide show options
- Adding transitions and animation to a slide show
- Running a manual and an automatic slide show
- Working with speaker notes
- Printing a presentation

## **Lesson 8: Saving presentations for Internet viewing and delivery**

- Using HTML as a PowerPoint file format

**For more information or to register,  
please call 989.797.4075.**