

Course Overview:

This course is for the student who has very little experience in creating a professional business presentation. In this course you will develop the skills you need to present your ideas to an audience. You will learn how to efficiently create attention-grabbing slides using text, clip art, photographs, and drawings. You will also learn how to add excitement to your presentation by including special transitional effects to your slides and animation to text, objects and charts.

Course Content:

Create, Edit and Format the Presentation

- Get acquainted with the Ribbon and Quick Access Toolbar in Office 2007 and 2010.
- Get acquainted with the new Backstage View in Office 2010.
- Create and edit your presentation using normal, slides, outline and sorter view.
- Generate notes pages to remind yourself of what you would like to say during your presentation.
- Enhance the appearance of your text using the many different formatting commands.
- Modify the slide master by selecting the font, font size and bullets, plus add objects that will appear on all the slides in your presentation.

Create Objects

- Add Clip Art and photographs to create attention grabbing slides and use the many new pictures effects available in Office 2007 and 2010.
- Construct a simple drawing using the predefined AutoShapes.
- Insert a simple table onto a slide when you want to display information in a column and row format.
- Produce a simple diagram using PowerPoint's SmartArt graphics.
- Create a simple chart to display data.

Animating and Printing the Presentation

- Add excitement to your presentation by including special slide transitional effects and animation to text and objects.
- Preview your presentation before you print it using the Print Preview command.
- Print the four different components of your presentation. Print the four components of a presentation.