# PowerPoint Level I (Self-Paced)

Explore PowerPoint fundamentals through this self-paced course. Build engaging presentations by adding text, graphics, shapes, and transitions, and enhance your skills as an effective presenter. Perfect for beginners or those refreshing their knowledge.

For more information, visit
https://cl.nobledesktop.com/courses/powerpoint-level-i-self-paced

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# Course Outline

**Creating New Presentations**
- Creating a Presentation
- Choosing a Template/Theme
- Changing the Template/Theme
- Adding Slides & Typing in Content

**Slide Layouts**
- Choosing a Slide Layout
- Changing the Slide Layout

**Adding Text & Outline View**
- Adding Text
- Bulleted vs Numbered Lists
- Adding & Editing Text with Outline View
- Outline View Keystrokes

**Pictures & Graphics**
- Placing Pictures into Placeholders
- Cropping Photos
- Sizing Graphics
- Fixing Stretched/Squished Photos
- Where to Get Photos
- Crop to Shape & Aspect Ratio

**Adjusting Photos & Graphics**
- Picture Adjustments (such as converting to Black & White)
- Picture Border & Effects

**Layered Objects**

- Layered Object vs Placeholder Content

- Aligning

- Evenly Distributing

- Grouping

- Reordering Layered Objects

## SmartArt

- Creating SmartArt

- Adding Text

- Layouts, Styles, & Shapes

- Converting Text into SmartArt

- SmartArt with Picture Placeholders

## Shapes & Lines

- Adding Shapes

- Styling Shapes

- Adding Text to Shapes

- Resizing, Moving, & Rotating Shapes

- Connector Lines

- Text Boxes

## Tables

- Creating Tables in PowerPoint

- Typing in Table Data

- Designing Tables

- Table Layout

- Sizing Tables & Columns/Rows

- Alignment & Spacing In a Table

- Adding or Removing Rows/Columns

- Merging Cells

## Copying & Pasting Charts from Excel

- Importing a Chart from Excel

- Updating the Chart Data when the Excel File Changes

## Transitions

- Adding Slide Transitions

- Transition Effect Options & Duration

## Proofing & Editing

- Spell Check

- Slide Sorter View

## Running a Presentation

- Starting & Stopping a Slide Show

- Ways to Navigate Slide Shows

- Tools to Use When Presenting

- Presenter Notes

- Presenter View
- Presenting in Microsoft Teams (PowerPoint Live)
- Presenter Notes in Zoom

**Printing**

Choosing What Will Go On the Printed Page

**Saving a PDF**

- Why Make a PDF?
- Saving a PDF & Setting Options