



Course Outline- Duration (45 days- 2hrs per day)

Unit 1: Getting started

Topic A: The PowerPoint interface

Unit 2: Creating presentations

Topic A: Creating a basic presentation

Topic B: Working with slides

Unit 3: Editing slide content

Topic A: Formatting text and lists

Topic B: Editing efficiently

Unit 4: Working with shapes

Topic A: Creating shapes

Topic B: Formatting shapes

Topic C: Applying content to shapes

Unit 5: Graphics

Topic A: WordArt

Topic B: Pictures

Unit 6: Tables and charts

Topic A: Tables

Topic B: Charts

Topic C: SmartArt

Unit 7: Preparing and printing presentations

Topic A: Proofing presentations

Topic B: Preparing a presentation

Topic C: Printing presentations

Unit 8: Slide masters and transitions

Topic A: Slide masters

Topic B: Transitions and timings

Topic C: Custom slide shows

Unit 9: Graphics and media

Topic A: Modifying graphics

Topic B: Media clips

Topic C: Animations

Topic D: Photo albums

Unit 10: Customizing slide elements

Topic A: Working with SmartArt graphics

Topic B: Customizing tables

Topic C: Working with charts

Unit 11: Action buttons and equations

Topic A: Action buttons

Topic B: Equations

Unit 12: Integrating Microsoft Office files

Topic A: Applying content from a Word outline

Topic B: Embedding and linking content

Unit 13: Finalizing and distributing presentations

Topic A: Reviewing and finishing

Topic B: Distributing presentations

Unit 14: Customizing PowerPoint

Topic A: Application settings