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Course Outline- 15 Days

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