



# Microsoft PowerPoint - Basic

**May 18, 20, 22: 5pm-7pm PT | 6pm-8pm MT | 8pm-10pm ET**

**Online via Zoom (The link will be sent to registered participants)**

**The fee for this course is \$10.00**

## Course Outline

**Registration for this course with pre-payment is required:**

**<https://iicanada.org/form/microsoft-powerpoint-basic-0>**

### Getting Started with PowerPoint®

- Navigate the PowerPoint Environment
- Create and Save a PowerPoint Presentation
- Use Help

### Developing a PowerPoint® Presentation

- Select a Presentation Type
- View and Navigate a Presentation
- Edit Text
- Build a Presentation

### Performing Advanced Text Editing

- Format Characters
- Format Paragraphs
- Format Text Boxes

### Adding Graphical Elements to Your Presentation

- Insert Clip Art and Images
- Insert Shapes

### Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

### Adding Tables to Your Presentation

- Create a Table
- Format a Table

### Adding Charts to Your Presentation

- Create a Chart
- Format a Chart

### Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation

**For more information, please email: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net), or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039**