

# PowerPoint X Level 1 Outline

COURSE REQUIREMENTS  
COMPONENTS OF THE MANUAL  
TRAINING FILES  
WHAT'S NEW IN POWERPOINT X?

## **LESSON 1 - POWERPOINT BASICS**

- 1.1 LOOKING AT POWERPOINT
  - 1.2 EXAMINING THE POWERPOINT ENVIRONMENT
  - 1.3 OPENING AN EXISTING PRESENTATION
  - 1.4 EXPLORING POWERPOINT'S VIEWS
  - 1.5 CREATING A BLANK PRESENTATION
  - 1.6 CREATING A PRESENTATION USING THE CONTENT TEMPLATE
  - 1.7 NAVIGATING YOUR PRESENTATION
  - 1.8 SAVING YOUR PRESENTATION
  - 1.9 ADDING, DELETING & HIDING SLIDES
  - 1.10 APPLYING DESIGN TEMPLATES TO A PRESENTATION
- LAB 1 – ON YOUR OWN

## **LESSON 2 - INSERTING AND MODIFYING TEXT**

- 2.1 CREATING HEADERS AND FOOTERS
  - 2.2 ENTERING TEXT ONTO SLIDES
  - 2.3 USING THE NOTES PANE
  - 2.4 COPYING TEXT FROM ONE SLIDE TO ANOTHER
  - 2.5 MOVING TEXT FROM ONE SLIDE TO ANOTHER
  - 2.6 FORMATTING TEXT
  - 2.7 USING THE FORMATTING PALETTE
  - 2.7 USING THE FORMAT PAINTER BUTTON
  - 2.8 IMPORTING TEXT FROM WORD
  - 2.9 USING BULLETED & NUMBERED LISTS
  - 2.10 LINE SPACING & PARAGRAPH ALIGNMENT
- LAB 2 – ON YOUR OWN

## **LESSON 3 - CUSTOMIZING A PRESENTATION**

- 3.1 ADDING COLORS AND BACKGROUND EFFECTS
  - 3.2 ADDING A GRAPHIC TO A SLIDE BACKGROUND
  - 3.3 APPLYING A COLOR SCHEME
  - 3.4 REARRANGING A PRESENTATION IN SLIDE SORTER VIEW
  - 3.5 REARRANGING A PRESENTATION IN NORMAL OR OUTLINE VIEW
  - 3.6 DUPLICATING SLIDES
  - 3.7 DELETING SLIDES
  - 3.8 WORKING WITH THE SLIDE MASTER
- LAB 3 – ON YOUR OWN

## **LESSON 4 - WORKING WITH GRAPHICS**

- 4.1 ADDING CLIP ART
  - 4.2 ADDING PICTURES
  - 4.3 USING DRAWING TOOLS
  - 4.4 FORMATTING TEXT BOXES
  - 4.5 RESIZING AND MOVING OBJECTS
  - 4.6 GROUPING OBJECTS
  - 4.7 ALIGNING OBJECTS
  - 4.8 ROTATING OBJECTS
  - 4.9 LAYERING OBJECTS
  - 4.10 USING AUTOSHAPES
  - 4.11 INSERTING WORDART
- LAB 4 – ON YOUR OWN

## **LESSON 5 - TABLES AND CHARTS**

- 5.1 INSERTING A TABLE
  - 5.2 INSERTING/DELETING ROWS & COLUMNS
  - 5.3 ADJUSTING THE WIDTH/HEIGHT OF ROWS & COLUMNS
  - 5.4 FORMATTING TABLE BORDERS
  - 5.5 APPLYING CELL SHADING TO A TABLE
  - 5.6 INSERTING A CHART
  - 5.7 FORMATTING A CHART
  - 5.8 CHANGING A CHART TYPE
  - 5.9 INSERTING AN ORGANIZATION CHART
  - 5.10 MODIFYING AN ORGANIZATIONAL CHART
- LAB 5 – ON YOUR OWN
- INDEX**