COURSE SYLLABUS

PowerPoint Fundamentals Course Online

Get to grips with PowerPoint fundamentals in this beginner-friendly course. You'll build compelling presentations using text, graphics, shapes, and transitions, picking up the skills you need to present with confidence. Whether you're just getting started or coming back to refresh your knowledge, this course has you covered.

> Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/powerpoint-fundamentals-course-online



admissions@vdci.edu • (619) 758-9300

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