

PowerPoint 2019 - Introduction

Prerequisites: Comfortable using mouse and keyboard; some experience using Microsoft Windows and File Explorer. No prior knowledge of Microsoft PowerPoint required.

Week (s)	Topic (s)
Week 1	<ul style="list-style-type: none">• Navigating the PowerPoint user interface and menus• Create and save a presentation• Editing text• Working with slides• Designing a presentation• Format characters and paragraphs
Week 2	<ul style="list-style-type: none">• Insert and modify images• Insert and modify shapes• Create and customize SmartArt• Insert and format icons• Insert and format 3D models• Animate objects• Finalize and present your presentation• Print your presentation

Note: Book and practice files included. Students may bring their own USB drive (thumb drive) to save their work at the end of class, if desire

Subject to Change