Student Technology Training: Microsoft PowerPoint

Microsoft PowerPoint training will cover the following topics:

- Opening PowerPoint
- Creating a new presentation
  - Formatting a slide
  - Entering Text to a slide
- Saving a presentation
- Opening an existing presentation
- Enhancing the look and feel of your presentation
  - Changing the presentation style
  - Changing the presentation background
- Working with slides
  - Inserting and deleting slides
  - Adding text to slides
  - Adding graphics and objects to slides
  - Adding animation to a slide
  - Adding sound to a slide
  - Adding a hyperlink to a slide
  - Creating an Agenda/Summary slide
- Creating a slide template
  - Slide master
- Viewing your presentation in different layouts
- Slide Transitions
- Printing your presentation
  - Printing the presentation as handouts
- Publishing your presentation in Word
- Requested topics (if time permits)