



Microsoft PowerPoint

Skill Level: Basic

Microsoft PowerPoint is a slideshow and presentation software that is part of the Microsoft Office Suite. PowerPoint is a wonderful tool for both the home user and business person. For personal use you can animate digital pictures for reunions or weddings. For professional use, it's a way to get a jump on the competition, by using PowerPoint to create advanced sales and marketing presentations.

In this class we cover the basics of using the PowerPoint program, as well as how to create and deliver a successful presentation. Learn how to create a presentation, add content, use design templates, and how to format color/font/background schemes. We will cover the basics of adding objects such as pictures, clip art, tables and charts. We even cover advanced functionality such as adding transitions between slides, and animating objects on the slide.

Our Word 1 & 2 classes or a working knowledge of the Microsoft Word program is helpful prior to taking this class.

Some of the things you will learn in this class:

- How to create slides, design, template, master slide, layout, etc.
- Open, close, save, navigate and edit presentations
- Formatting - text type/size, bold, use colors, tabs, etc.
- Spell & Grammar check
- Adding Pictures, Graphs, Tables, Smart Art, Video and more!
- Using Templates
- Transitioning between Slides
- Using Animation Schemes
- Custom Animation
- Printing options - slides, handouts, notes pages, etc.
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.