

Microsoft PowerPoint

This is an introduction to PowerPoint presentation software. Create, edit, save, run and print a presentation. Insert clip art, apply animation and slide transition effects, import text, customize background and bullets, insert a table, scale objects, create a WordArt object and create an interactive document.

What You Will Learn

- Introduction to PowerPoint presentation software
- Create, edit, save, run and print a presentation
- Insert clip art
- Apply animation and slide transition effects
- Import text
- Customize backgrounds and add bullets
- Insert a table
- Scale objects
- Create a word art object
- Create an interactive document.

Who Should Attend

Anyone interested in learning PowerPoint

Prerequisites

Competency in Windows and experience using word processing software