



ABLE JOB & RESOURCE CENTER

POWERPOINT TEACHING TOPICS (Fall 2019)

Upon completing these PowerPoint classes, you will be able to convey the key points of your message using text, graphics, and animations in a clear, organized, and engaging format.

***All Classes are on Tuesdays and Thursdays – 10:00 am – 12:40 pm**

LEVEL 1 POWERPOINT (3 Classes, 8 hrs. Total)

TUESDAY, NOVEMBER 5th CLASS 1 (2:40)

CREATING PRESENTATIONS – WORKING WITH SLIDES

- Organizing Slides - Duplicating, rearranging and deleting
- Starting a new presentation – Using a blank document or a template
- Exploration of the PowerPoint Interface - Ribbon, groups Tabs, Views
- Adding Slides – Slide Layouts
- Using placeholders
- Entering and formatting text
- Bullets and Numbering

THURSDAY, NOVEMBER 7TH (2:40)

FORMATTING SLIDES

- Using the Design view - Changing themes, variants and colors
- Text formatting – Adding Text Boxes
- Formatting the slide backgrounds
- Hiding backgrounds
- Adding notes using notes pane
- Using Views
- Inserting, formatting Borders and Shading
- Keyboard Shortcuts

TUESDAY, NOVEMBER 12TH (2:40)

ADDING GRAPHICAL ELEMENTS

- Inserting and Using SmartArt - Converting back to text
- Inserting, graphics, shapes and pictures
- Selecting, formatting and arranging graphics, shapes and pictures
- Adding text to shapes
- Working with the contextual toolbars
- Using WordArt

LEVEL 2 POWERPOINT (3 Classes, 8 hrs. Total)

TUESDAY, NOVEMBER 19th (2:40)

MORE GRAPHICAL EFFECTS - ADDING TRANSITIONS AND ANIMATIONS

- Achieving Photoshop-like effects – removing backgrounds and recoloring
- Using the eyedropper
- Merging Shapes, Editing Shapes, Editing Points
- How, when and why to use transitions and animations
- Assigning effects, using timings, repetition and fading
- Creating Action Buttons

THURSDAY, NOVEMBER 21st (2:40)

PUTTING IT ALL TOGETHER

- Using Masters
- Adding Placeholders
- Inserting and formatting tables and charts
- Adding sound and videos
- *Using Morph (only works with 2019 or Office 365)

TUESDAY, NOVEMBER 26th (2:40)

RUNNING AND PRESENTING

- Reusing slides from other presentations
- Hiding Slides
- Creating and Saving Templates
- Adding Sections
- Running and Presenting A Slideshow
- Using Narrations
- Where and how to present
- Saving and Printing options



Your Operation ABLE JOB & RESOURCE CENTER Contact is Patti Ball – Program Manager