



# INCUMBENT WORKER TRAINING Microsoft Office Productivity Suite

**WORKFORCE**  
TRAINING FUND

**2010/2013/2016/2019/ OFFICE 365  
MICROSOFT POWERPOINT**



**OPERATION ABLE**

— This Page Intentionally Left Blank —

## Training Course Description

---

<b>Suggested Topics</b>	<b>MS PowerPoint I: Introduction to PowerPoint</b>
-------------------------	--

<b>Sub-Topic 1</b>	<b>Create a Slide Presentation</b>
<b>Description</b>	Keeping text simple, bullets items improve readability
<b>Sub-Topic 2</b>	<b>Organize your presentation</b>
<b>Description</b>	Understand Slide Layout options, effective text arrangement, using various views to review the presentation
<b>Sub-Topic 3</b>	<b>Slide Text alignment</b>
<b>Description</b>	Line spacing and demote and promote bulleted lists
<b>Sub-Topic 4</b>	<b>Effective slide design theme</b>
<b>Description</b>	Applying and changing design themes and backgrounds
<b>Sub-Topic 5</b>	<b>Understanding Slide Transitions</b>
<b>Description</b>	Applying and changing Slide Transitions
<b>Sub-Topic 6</b>	<b>Understanding Slide Animation</b>
<b>Description</b>	Applying, Entrance, Emphasis, Exit and Motion Path Animations
<b>Sub-Topic 7</b>	<b>Enhancing Slides with Graphics and Borders</b>
<b>Description</b>	Inserting Pictures, ClipArt, SmartArt, Drawings, Shapes
<b>Sub-Topic 8</b>	<b>Improving the Flow of Information During the Slide Show</b>
<b>Description</b>	Changing Slide Animation Order of text and objects
<b>Sub-Topic 9</b>	<b>Creating Presentation Handouts</b>
<b>Description</b>	Including handouts of a PowerPoint presentation can provide an excellent form of reference for an audience during and after viewing.

## Training Course Description

---

<b>Suggested Topics</b>	<b>MS PowerPoint II: Intermediate PowerPoint</b>
-------------------------	--

<b>Sub-Topic 1</b>	<b>Alternative Presentation Handouts</b>
<b>Description</b>	Export slides to MS Word and save them as a separate file

<b>Sub-Topic 2</b>	<b>Create Slides Directly from a Word File</b>
<b>Description</b>	Import MS Word document text to MS PowerPoint

<b>Sub-Topic 3</b>	<b>Enhance PowerPoint with Animated Chart Effect Options</b>
<b>Description</b>	Import MS Excel Charts to MS PowerPoint and Chart Animation

<b>Sub-Topic 4</b>	<b>Understanding Action Buttons and Hyperlinks</b>
<b>Description</b>	Learn to link to other slides in the show and connect directly to web sites during the slide show.

<b>Sub-Topic 5</b>	<b>Rehearsing Slide Presentations</b>
<b>Description</b>	Improve the oral delivery of your presentation

<b>Sub-Topic 6</b>	<b>About the Slide Master</b>
<b>Description</b>	Create corporate logo slide templates using the Master Slide Layouts

<b>Sub-Topic 7</b>	<b>Create Exiting PowerPoint Organization Chart</b>
<b>Description</b>	In the SmartArt Graphic gallery choose the Hierarchy style

# INCUMBENT WORKER TRAINING Microsoft Office Productivity Suite



2010/2013/2016/2019/ OFFICE 365  
MICROSOFT POWERPPINT

