



computer training options

Microsoft PowerPoint for Mac 2011 **Level 1**

Getting Started with PowerPoint

Identify the Elements of the User Interface
View Presentations
Save a Presentation
Use Microsoft PowerPoint Help

Creating a Basic Presentation

Select a Presentation Type
Enter Text
Edit Text
Format Text Placeholders
Add Slides to a Presentation
Arrange Slides
Work with Themes

Formatting Text on Slides

Apply Character Formats
Format Paragraphs

Adding Graphical Objects to a Presentation

Insert Images into a Presentation
Add Shapes
Add Visual Styles to the Text in a Presentation

Modifying Graphical Objects in a Presentation

Edit Graphical Objects
Format Graphical Objects
Group Graphical Objects on a Slide
Arrange Graphical Objects on a Slide
Apply Animation Effects

Working with Tables

Insert a Table
Format Tables
Import Tables from Other Microsoft Office Applications

Working with Charts

Insert Charts
Modify a Chart
Import Charts from Other Microsoft Office Applications

Preparing to Deliver a Presentation

Review the Content in a Presentation
Divide a Presentation into Sections
Add Transitions
Add Speaker Notes
Print a Presentation
Deliver a Presentation

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