
Designing a Professional Presentation for Beginners

Microsoft PowerPoint PP101
90 Minutes

Course Content

You've been asked to put together a presentation using PowerPoint, and you have no idea how to begin. Get equipped with the skills to do the job. We're not talking fancy; the goal is to prepare you with the basics, how to put content on slides and get ready to present a show. The bells and whistles can come later.

By the end of this class attendees will have an understanding of how to create a new presentation, add content, save, apply a theme, and present a presentation.

Lessons include the following:

- Overview of the PowerPoint interface
- Create a new PowerPoint presentation
- Create a title and bulleted slide
- Save a presentation
- Insert and format a picture
- Apply a design theme
- View presentation in full screen mode
- Insert speaker notes
- Cover the 12 different printing layout options