

**Prerequisites:** The course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and Windows.

**Target Audience:** This course is designed for people who need to know how to use PowerPoint to create computer presentations. It is ideal for those who work in positions where presenting information in an effective manner is important.

**Learning Outcomes:**

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- Work with the basic features of PowerPoint
  - Work with presentations
  - Create a new presentation
  - Learn how to add slides with different layout
  - Insert text into a slide and modify it
  - Insert and modify clip art in your presentation
  - Draw and work with shapes
  - Create and work with tables and charts
  - Create and work with SmartArt
  - Create animations and transitions in a presentation
  - Create and work effectively with themes
  - Navigate a slide show
  - Use a range of printing techniques
  - View and modify slide masters
  - Create and use custom templates
  - Save and share your presentation
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