

## **POWER POINT**

### **Objectives**

At the end of the course, you will be able to:

- Use the features of the PowerPoint window
- Use the slideshow features of the program
- Create, save and display PowerPoint presentation slide shows
- Use PowerPoint to make a slideshow of your own images, including transitions between the slides and animations of objects added to the slides.

### **Description**

PowerPoint is a member of the Microsoft Office suite of programs and is used to create and display slide show presentations.

In this course you will learn how to use the features of the PowerPoint window to create slide shows including how to create transitions between slides, how to add objects such as text to slides and how to animate such objects.

Hands-on experience adding sound to a slide show will be had as well as with managing the timing of transitions and animations.

You will need to bring a flash drive on which to save your work.

This course also offers the opportunity for you to make a slide show using your own images.

### **Prerequisites**

Basic skills are required for this course.

An understanding of, and the ability to use, external storage, such as a CD or a flash drive is necessary as well an understanding of files and folders.

Familiarity with the Save and Save As procedures is required.