



PowerPoint

PowerPoint is mostly used for creating a slideshow for presentations. You can also use PowerPoint for creating flyers and photo slideshows, as well as for basic editing of photos.

PowerPoint Basics: Focus is on creating a presentation

- Presentation Preparation
- Slide Design
- Views
- Begin Creating a Presentation
- Insert Slide, Set Slide Layout
- Text Boxes
- Bullets and Indenting
- Save File
- Version Compatibility
- Formatting Fonts
- Working with an Outline: Promoting and Demoting Text
- Slide Sorter View: Change Slide Order, Copy, delete, hide slides
- Reuse Slides - Copy Slides from Other Presentations
- Return to Normal View of a Selected Slide
- Insert Clip Art, Photos
- Resize or Move Photos
- Slide Master
- Slide Transitions
- Animations
- Sound & Video
- Printing Handouts
- During Your Presentation

PowerPoint Special Topics

We often offer 2-hour PowerPoint classes to cover additional fun topics. Watch the schedule of classes for sessions such as these:

- Creating a PowerPoint Photo Album
- SmartArt and Charts
- Photo Editing with PowerPoint
- Creating Flyers with PowerPoint
- Advanced Animations and Hyperlinking
- The Traveling Presenter