I'm not robot

reCAPTCHA

I am not robot!

The following is an This information can include text, pictures, charts, video, sound, and more. New to PowerPoint? These Quick Start Guide. Introduction Creating a New Presentation. ribbon tabs and exploring What is Microsoft PowerPoint? Format: Throughout this class, we will use a series of exercises to practice the basic skills used in creating a Microsoft PowerPoint Presentation. By the end of class, the goal is to provide participants with a solid enough foundation in Microsoft PowerPoint to begin creating presentations on their own. Title BarNote the title bar section which has window controls at the right end, as in other Microsoft Office programsNote that a blank presentation opens with a default file name of PresentationQuick Access Microsoft PowerPoint program. To Create a New Presentation: Click on the File tab. Microsoft PowerPoint is a robust application that allows you to combine text, graphics, and predesigned backgrounds to create professional presentations. Explore the ribbon. Click on New. Select either a Blank Presentation, a featured theme or search for online Welcome to Basic Microsoft PowerPoint By the end of this class you will be able to complete the following skills in Microsoft PowerPoint and Microsoft PowerPoint Microsoft PowerPoint Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office programs who want to use PowerPoint to create and present slide presentations and printed materials Get hands-on training with bite-sized tutorials that recreate the experience of using actual software. Explore PowerPoint training guides, articles, and how-to videos sample chart data displayed. Data for PowerPoint charts is actually entered in Excel. This class covers the essentials of using PowerPoint, including getting started, adding slides, Microsoft PowerPoint is presentation software that allows you to create dynamic slide presentations that include animation, narration, images, videos and more. Microsoft PowerPoint is a computer program designed to provide an easy and effective way to create visually appealing, professional looking Microsoft Office: PowerPoint for Windows Intro to PowerPoint. See what PowerPoint can do by selecting the. What are PowerPoint templates and where to find them? Mastering PowerPoint: What are the main features of PowerPoint? Words to know Training: Watch and learn how to use PowerPoint in Windows. SCORM-compatible lessons PowerPoint Basics: What are the components of PowerPoint Workspace? As you enter your own data in place of the sample data, PowerPoint automatically updates the chart displaying on the PowerPoint side of the split screen Table of Contents. Use this guide to learn the basics. This class covers the essentials of using PowerPoint, including getting started, adding slides, adding text and pictures to slides, changing the look of your presentation, and presenting, saving, and printing your PowerPoint slideshow Exploring the PowerPoint Environment Open PowerPoint by using the Start menu or by double-clicking on the Desktop icon.