

Should I take PowerPoint?

The Computer Education Department wants to ensure that you don't find yourself bored or overwhelmed because you are not in the correct computer class for your skill level. Please check the following lists to make sure you enroll in the course that is just right for you.

MS PowerPoint

For MS PowerPoint level I you need to be able to:

Topics covered in PowerPoint

- Log on to the computer
- Use a Mouse
- Open and close files
- MS Word basics
- Copy and move files
- Save your work and find it again
- Print your work

- Creating and Delivering a Presentation
- Using document themes
- Creating a basic presentation
- Delivering the slide show
- Run the slide show
- Designing the Presentation
- Working with slides
- Adding new slides
- Deleting slides
- Formatting your presentation
- Using slide sorter
- Printing your presentation
- Adding Clip Art, Animation and Sound
- Working with Clip Art
- Working with Animation
- Using slide animation
- Adding sound effects
- Inserting charts
- Working with external Excel documents
- Creating SmartArt Diagrams

Self-paced MOS Certification preparation classes are also available.
Check the Schedule of Classes for details.