



GS Course Outline:

PowerPoint:

PowerPoint is used to create slideshow presentations with colourful backgrounds, movement and colour.

Objective:

- Get started with presentation-making by creating **PowerPoint** slides, selecting layouts, adding text, a bulleted list, a table, a graph, a picture, icon clips and SmartArt. Learn how to edit master templates, insert a footer, apply an attractive ready-to-use design, and how to get the most from the various ways to view, present and print your results.

Prerequisite:

Basic Windows, Keyboarding and Mouse skills
Access to Microsoft PowerPoint software

Duration:

2 hours (with a short break mid-way through if needed) – class opens 10 minutes early and stays open 10 minutes later for additional questions.

Cost:

Only \$229.00 + HST (13%)

Topics:

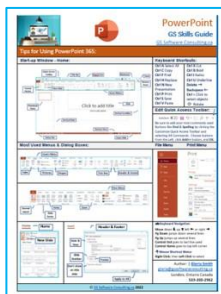
1. Start PowerPoint
2. Save and Name a Presentation
3. Understand the View
4. The Default Presentation
5. Slide Layout Designs
6. Add Footer Details
7. Edit Slide Masters
8. List, Table, Graph, Graphic & SmartArt
9. Apply a Slideshow Design
10. Add Slide Transitions
11. Play the Slideshow
12. Slideshow Print Options

Hands-on Practice Lesson:

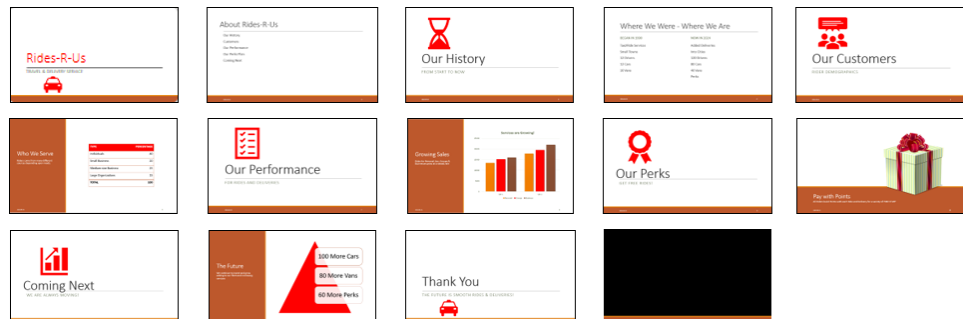


Rides-R-Us Promotional Presentation

Course includes the **PowerPoint GS Skills Guide** for Reference



PowerPoint GS Skills Guide



Owner, Course Author and Instructor: | Gloria Smith

To Register email gloria@gssoftwareconsulting.ca

Or Visit the GS Bookings Calendar

London, Ontario Canada

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