



## GS Course Outline:

### PowerPoint:

PowerPoint is used to create slide show presentations with text, lists, pictures, shapes and transitions.

### Objective:

- Get started with presentation-making by creating **PowerPoint** slides, selecting layouts, adding text, bulleted or numbered lists, pictures and shapes and learn about how to edit master templates, add footers, apply an attractive ready-to-use design and get the most from the various ways to view results.

### Prerequisite:

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

### Duration:

2 hours (with a short break mid-way through)

### Cost:

\$229.00 + HST (13%)

### Topics:

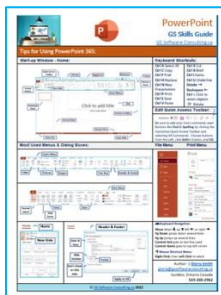
1. Start PowerPoint
2. Save and Name a Presentation
3. Understand the View
4. The Default Presentation
5. Slide Layout Designs
6. Add Footer Details
7. Edit Slide Master
8. Text, Lists, Pictures, Tables & Shapes
9. Apply a Slideshow Design
10. Add Slide Transitions
11. Presentation Views
12. Play and Print Slideshow

### Hands-on Practice Lesson:

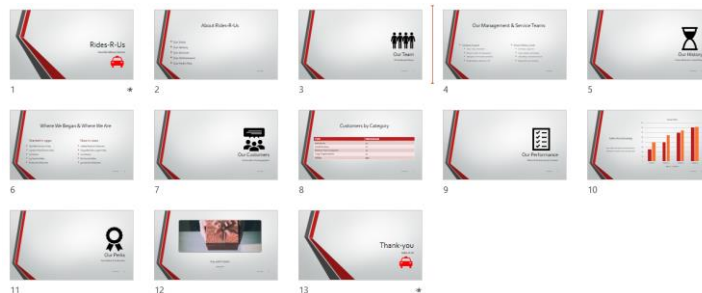


Rides-R-Us Promotional Presentation

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



PowerPoint GS Skills Guide



Owner, Course Author and Instructor: | [Gloria Smith](mailto:gloria@gssoftwareconsulting.ca)  
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Or Visit the [GS Bookings Calendar](#)  
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