

Build Your Own PowerPoint Course

Master Topic List

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Instructions

- Each topic shows the amount of time required.
- To select a topic, choose an option in the Priority column to indicate its importance to you (1 is the most important).
- Submit this form to us by **email**.

Beginner Topics

Your Priority	Topics
	Overview (15 min) What is PowerPoint? How Presentations are Organized
	Slides (1 hour) Inserting Slides Slide Layouts & Placeholders Slide Views Slide Order Duplicate and Delete Slides Background Colour Zooming In and Out Reuse Slides (365)
	Adding Text (2 hours) Using Pre-set Placeholders Drawing a Placeholder Moving And Sizing Text Boxes Fonts, Alignment, Colour, Spacing Formatting Placeholders Adding Borders And Shading Shape Effects & Quick Styles Eyedropper Tool for Colour Matching Copying Formats with Format Painter
	Working with Pictures (1 hour) Inserting Pictures Inserting Online Pictures/Clip Art Formatting Pictures/Clip Art Inserting Screenshots

Your Priority	Topics
	Basic Drawing Tools (1 hour) Adding Shapes (lines, arrows, etc.) Selecting Shapes Moving & Sizing Formatting (Fill & Line Attributes) Adding Text to Shapes
	Bullets & Numbered Lists (30 min)
	Tables (30 min) Insert Tables Using Options on Layout Tab
	Charts (1 hour) Adding a Chart (pie, bar, etc.) Working with Data Sheets Working with Excel Data Sheets Chart Options Legends, Gridlines, Data Labels, Scaling Plot Frames Chart Buttons 3D Views Cutting Slices Formatting (Patterns, Fonts, Numbers) Changing Chart Types Pie Chart Tips
	Files - Save, Open, etc. (15 min)

Your Priority	Topics
	Printing (15 min) Printing Print Options Slide Size & Orientation
	Clipboard (15 min) Cut, Copy and Paste Paste Options Duplicate
	Find & Replace (10 min)
	Dictate – version 365 (5 min)
	Design Ideas – version 365 (10 min)
	Proofing Tools (30 min) Spell Check Thesaurus Language Options/Settings
	Other Tools (30 min) Accessibility Checker Research (2013) Smart Lookup (2016/2019/365) Translate
	Inserting Symbols (10 min)
	Adding Hyperlinks (10 min)

Intermediate Topics

Your Priority	Topics
	More About Drawing Tools (2 hours) Review of How To Draw Shapes Copy & Duplicate Shape Styles and Effects WordArt Group, Ungroup, Regroup Forward & Back Nudge, Align & Distribute Rotate & Flip Merge Shapes Grids & Guides Edit Points / Reroute Connectors Smart Guides for Aligning & Spacing
	More Text Options (1 hour) Text Direction Text Alignment Indenting & Setting Tabs Spacing Using Columns
	More About Pictures (1 hour) Ungrouping & Changing ClipArt Making Your Own ClipArt Colour Correction, Effects & Transparency Remove Picture Backgrounds Crop and Compress
	Gridlines & Guides (30 min) Gridlines Display and Options Working with Guides
	Sections (20 min) Adding Sections to a Presentation Expand/Collapse Rename & Remove Summary Zoom
	Adding Comments (15 min)

Your Priority	Topics
	SmartArt Graphics (30 min) Inserting SmartArt Graphics Change Layout and Colours Choose a Layout
	More Images/Illustrations (30 min) 3D Models (2019/365) Icons (2019/365) Screen Shots
	Adding Items to Page (30 min) Date & Time Slide Number Headers & Footers
	Organization Charts (30 min) Creating Organization Charts Extending the Size of the Organization Adding an Assistant Selecting Chart Styles Changing Boxes, Lines, and Text Organization Chart Layouts
	Using the Selection Pane (30 min) Show/Hide Objects Re-order / Rename
	Themes (30 min) Applying a Theme Modify a Theme Create a Theme Delete a Theme
	Templates (30 min) Creating Templates Using a Template or a Theme Location of Custom Templates
	Speaker Notes (30 min) Working In Speaker Notes View Printing Speaker Notes

Your Priority	Topics
	Creating a Photo Album (15 min) Selecting Pictures Adding Text Boxes Picture Options / Layout
	Master Slides (1.5 hours) Editing Slide Master and Layouts Add Backgrounds Insert Pictures Font & Paragraph Settings Master Layout Themes Slide Size Layout Prompt Text Inserting Placeholders Footers Titles Insert/Duplicate, Rename, Delete, Move Creating Additional Slide Masters Saving as Theme
	Creating Windows (30 min) Creating & Switching windows View multiple files Arranging together on the screen Move Split & Cascade Hiding windows / Closing all windows

Advanced Topics

Your Priority	Topics
	Transitions (30 min) Adding Transitions Setting Options
	Creating Screen Recordings (30 min) Recording Your Screen Setting Formatting & Playback Options

Advanced Topics

Your Priority	Topics
	Animations (2 hours) Adding Animations The Animation Pane Effect Options / Copy Effects Preview & Auto Preview Animate Charts Add Motion Paths Animations with Slide Master Layouts
	Sounds (1 hour) Adding Sounds Record Audio Playing Sounds Audio Tools (e.g. Trim, fade, etc.) Effect Options
	Video (1 hour) Adding / Playing Videos Online Videos Video Tools (e.g. poster frames, rewind, etc.) Effect Options
	Actions (30 min) Adding Hyperlink Actions Adding Basic Macro Actions Opening Files or Other Programs Actions with Summary Slides
	Comparing Presentations (30 min) Viewing Differences Accepting / Rejecting Changes The Reviewing Pane
	The Recording Tab (1 hour) Recording a Slide Show Add Media Save a Show Export to Video

Your Priority	Topics
	Complete Slide Show Topics (1.5 hours) Run a Basic Slide Show Slide Navigation Slide Icons The Slide Show tab (summary) Presenter View Speaker Notes Rehearse Timings Record Slide Show Custom Slide Shows Slide Show Setup Options Present Online Turn a Presentation into a Video
	Custom Quick Access Toolbar (30 min)
	Customize the Ribbon (1 hour)

Presenting Topics

Your Priority	Topics
	Preparing a Presentation (10 min) Research 3 Things Every Presentation Needs 5 Questions You Should Ask Yourself The Objective Consistency
	The Content - Too much? (15 min) Organizing Information Effective use of Sounds, Video, Transitions and Animations
	Design Ideas (15 min) Themes Design Ideas (365)

Your Priority	Topics
	Fonts & Colours (15 min) Selecting Fonts Effective Font Size RGB, HSL and CMYK Combining Colours Properly Computer Colours vs. Projector Colours
	Pictures (15 min) File Formats Picture Backgrounds Transparency, Colour Correction Matching with Slides
	Getting Ready to Present (1 hour) Creating Handouts Questions and Answers Audience Interaction Feedback Forms Pointers How to use Projectors Backups Plans Presenter View