

# Build Your Own PowerPoint Course

## Master Topic List

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### Instructions

- Each topic shows the amount of time required. Build your own Online course duration. In-Person is min. 1 day (6 hours).
- To select a topic, choose an option in the *Priority* column to indicate its importance to you (1 is the most important).
- Save this form and submit it to us (by email or online on the **Register** page.)

## Beginner Topics

Your Priority	Topics
	<b>Overview (15 min)</b> What is PowerPoint? How Presentations are Organized
	<b>Slides (1 hour)</b> Inserting Slides Slide Layouts & Placeholders Slide Views Slide Order Duplicate and Delete Slides Background Colour Zooming In and Out Reuse Slides (365)
	<b>Adding Text (2 hours)</b> 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
	<b>Working with Pictures (1 hour)</b> Inserting Pictures Inserting Online Pictures/Clip Art Formatting Pictures/Clip Art Inserting Screenshots

Your Priority	Topics
	<b>Basic Drawing Tools (1 hour)</b> Adding Shapes (lines, arrows, etc.) Selecting Shapes Moving & Sizing Formatting (Fill & Line Attributes) Adding Text to Shapes
	<b>Bullets &amp; Numbered Lists (30 min)</b>
	<b>Tables (30 min)</b> Insert Tables Using Options on Layout Tab
	<b>Charts (1 hour)</b> 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
	<b>Files - Save, Open, etc. (15 min)</b>

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

### Intermediate Topics

Your Priority	Topics
	<b>More About Drawing Tools (2 hours)</b> 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
	<b>More Text Options (1 hour)</b> Text Direction Text Alignment Indenting & Setting Tabs Spacing Using Columns
	<b>More About Pictures (1 hour)</b> Ungrouping & Changing ClipArt Making Your Own ClipArt Colour Correction, Effects & Transparency Remove Picture Backgrounds Crop and Compress
	<b>Gridlines &amp; Guides (30 min)</b> Gridlines Display and Options Working with Guides
	<b>Sections (20 min)</b> Adding Sections to a Presentation Expand/Collapse Rename & Remove Summary Zoom
	<b>Adding Comments (15 min)</b>

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

Your Priority	Topics
	<b>Creating a Photo Album (15 min)</b> Selecting Pictures Adding Text Boxes Picture Options / Layout
	<b>Master Slides (1.5 hours)</b> 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
	<b>Creating Windows (30 min)</b> Creating & Switching windows View multiple files Arranging together on the screen Move Split & Cascade Hiding windows / Closing all windows

### Advanced Topics

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

### Advanced Topics

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

Your Priority	Topics
	<b>Complete Slide Show Topics (1.5 hours)</b> 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
	<b>Custom Quick Access Toolbar (30 min)</b>
	<b>Customize the Ribbon (1 hour)</b>

### Presenting Topics

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

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