

Microsoft® PowerPoint® Introduction

One day. Real skills. From blank slide to polished deck.

◆ THIS CLASS AT A GLANCE

Brand-new to PowerPoint? Self-taught and missing the basics? In one focused day, you will go from staring at a blank slide to building clean, professional presentations you can confidently stand up and deliver.

- Navigate the PowerPoint interface confidently — ribbon, tabs, views, shortcuts
- Build clean, well-designed slides the right way the first time
- Work with themes, the Slide Master, images, shapes and SmartArt
- Add tables and charts that make your data clear at a glance
- Apply transitions and animations with purpose — never overdone
- Deliver with confidence using Presenter View, notes and handouts

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COURSE OVERVIEW

PowerPoint can feel overwhelming when nobody has ever shown you the right way to use it. In one day with a real instructor at your side, you will build the rock-solid foundation every later PowerPoint skill is built on.

You will not watch a video. You will work in PowerPoint — guided exercises, real slides, and immediate help the moment you get stuck.

HOW WE TEACH

Your instructor is a working presentation professional, not a presenter reading from slides.

Public classes have up to 6 students for maximum individual attention. Private team training scales to fit your group, however large.

Every concept is taught, then immediately practiced. You leave with the muscle memory, not just the notes.

WHO SHOULD ATTEND

Complete beginners who have never built a presentation and want to start the right way.

Self-taught users who get the deck done but suspect they are working harder than they need to.

New hires being onboarded into a role that involves presenting.

Teams who need a consistent baseline of PowerPoint skill across the office.

WHAT YOU TAKE HOME

- Printed class binder with step-by-step labs and challenge exercises.
- Microsoft PowerPoint exercise files — 1-year access included.
- Double-sided laminated keyboard shortcut guide.
- Certificate of completion plus 8 CPE credits (TSBPA accredited).

CLASS ESSENTIALS

Format: In-person classroom or live online (always a live instructor)

Duration: 8 hours — 9:15 AM to 5:00 PM

Tuition: \$425 · includes all materials

Locations: Dallas–Fort Worth · Houston · Austin · Oklahoma City · Denver · Live Online

Credits: 8 CPE credits — accredited through the Texas State Board of Public Accountancy

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PROGRAM AGENDA — DETAILED COURSE OUTLINE

1. Getting Started in PowerPoint

- **The environment:** title bar, ribbon and ribbon tabs, Quick Access Toolbar
- **Views:** Normal, Outline and Slide Sorter
- **Backstage view:** New, Open, Save As, Print, Options
- **Keyboard shortcuts:** essential, navigation, slide show, undo and redo

2. Creating a Presentation

- **Understanding slides:** how a slide and its layout work together
- **New presentations:** starting from blank or from a theme
- **Building the deck:** adding, deleting and choosing slide layouts
- **Organizing:** duplicating, reordering and using Sections

3. Working with Text

- **Adding text:** placeholders vs. text boxes
- **Editing and formatting** text on a slide
- **Lists:** bullet and numbered lists and indent levels
- **Cut, copy and paste** across slides

4. Formatting Text and Slides

- **Typography:** font type, size, color and styles
- **Paragraphs:** alignment, spacing and indentation
- **Format Painter:** copying formatting in one click

5. Themes and Slide Design

- **Applying themes:** instant, consistent design
- **Theme colors and fonts:** making it your own
- **Backgrounds:** slide background styles and variants

6. The Slide Master

- **Slide Master overview:** design once, apply everywhere
- **Editing the master:** logos, fonts and placeholders
- **Footers:** headers, footers and slide numbers

7. Working with Images

- **Inserting pictures** from your device or online
- **Resizing and cropping** images cleanly
- **Objects:** arranging, aligning and grouping
- **Picture styles** and effects

8. Shapes and SmartArt

- **Shapes:** inserting and formatting
- **Adding text** to shapes
- **SmartArt overview:** turning lists into diagrams
- **Creating SmartArt** graphics

9. Tables

- **Tables overview:** when a table is the right choice
- **Inserting** a table
- **Formatting** tables for readability

10. Charts

- **Charts overview:** picking the right chart for the story
- **Inserting** a chart and editing its data
- **Layout and styles:** professional chart formatting

11. Transitions

- **Transitions overview:** movement between slides
- **Applying** slide transitions
- **Timing** and effect options

12. Animations

- **Animations overview:** movement within a slide
- **Adding** animations to objects
- **Timing and order** of animations

13. Delivering Your Presentation

- **Starting** a slide show
- **Presenter View:** notes and tools only you see
- **Navigating** during a show
- **Notes and handouts** for your audience

14. Saving, Printing and Sharing

- **Saving:** file formats and compatibility
- **Printing** slides, notes and handouts
- **Exporting** to PDF and video

A LETTER TO YOUR MANAGER

Use this template to request approval. Customize the bracketed parts and send.

Dear [Manager's Name],

I would like to request approval to attend the PowerPoint Introduction class offered by Excel Experts. It is a one-day, hands-on class designed to build a strong, practical PowerPoint foundation — exactly what I need to create clearer, more professional presentations for [team / project / report name].

WHAT I'LL BRING BACK TO THE TEAM

- A real PowerPoint foundation — less trial-and-error and fewer hours wrestling with slides.
- Clean, professional, on-brand decks — easier for the team to read, reuse, and maintain.
- Themes and the Slide Master — design once and apply consistently everywhere.
- Tables, charts and SmartArt — turning information into clear, persuasive visuals.
- Confident delivery — transitions, animations and Presenter View used well, not overdone.

WHY THIS CLASS SPECIFICALLY

- One full day — no multi-week commitment; minimal disruption to my workload.
- Taught by a working presentation professional — not a recorded video or a generic presenter.
- Small public classes (up to 6 students) — or live online if travel is a concern; private team training is also available.
- 8 CPE credits included — accredited through the Texas State Board of Public Accountancy.
- Locally available — Dallas-Fort Worth, Houston, Austin, Oklahoma City, Denver, or live online.

THE INVESTMENT

- **Tuition:** \$425 · **Time out of office:** one business day
- **Included materials:** printed class binder, PowerPoint exercise files (1-year access), laminated shortcut guide, certificate of completion

I expect to recover the time investment quickly — every clear, professional deck saves rework and makes our team look its best — and I will share what I learn with the rest of the team.

Class details and registration: dfwexcel.com/powerpoint-introduction · Questions: 817-841-9560

Sincerely,
[Your Name]

REGISTRATION

Enroll Today!

Online: dfwexcel.com
Phone: 817-841-9560
Price: \$425
Format: In-person classroom or live online
Cities: Dallas-Fort Worth · Houston · Austin · Oklahoma City · Denver

TRAIN YOUR TEAM

Bring Excel Experts to your office:

- Private group training on your schedule
- Tailored to your team's industry and content
- On-site, at our classrooms, or virtual
- 1-on-1 coaching also available

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