Mindluster Platform

About the course PowerPoint basics for beginners

Course Presenter : Innozant

PowerPoint basics, in this course we will learn about the PowerPoint Basics course, designed to introduce you to the essential tools and features of Microsoft PowerPoint. PowerPoint is a powerful software for creating engaging and professional presentations. This course will guide you through the fundamentals, including creating new slides, selecting layouts, and formatting text for clarity. Youâ€™ll also learn to insert and customize images, shapes, and graphics to enhance visual appeal. The course covers essential features such as applying themes, using transitions, and adding animations to make your slides dynamic. Additionally, you will explore techniques to organize content effectively, manage slide order, and rehearse your presentation for delivery. Through hands-on exercises and practical tips, this course equips you with the skills to confidently create presentations for work, school, or personal projects, ensuring your message is clear and impactful. Perfect for beginners Innozant

Computer Softwares Category's Courses

Course Lesson(7)

Lesson 1 : **Powerpoint Interface Explained**

Lesson 2 : **Powerpoint Options How to Customize Powerpoint Options**

Lesson 3 : **Powerpoint Security Save Save As Options**

Lesson 4 : **PowerPoint Basics Slides Making Section**

Lesson 5 : **PowerPoint Table Features How to Organize Information Within Your Document**

Lesson 6 : **PowerPoint Slide Transition Powerpoint Video Tutorial**

Lesson 7 : **Power Point Animation Powerpoint Step by Step Tutorial**

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