Lesson Plan for MS PowerPoint

ICT Skills for Scientists 2025

1. Introduction

- The main (comprehensive) tutorial is available here

- Upon completion of the tutorial, you will be proficient in PowerPoint's most common features and will learn how to create professional-looking documents.

- Only some lessons will be covered during the lab, however students should use this resource if they need help in any other aspect of PowerPoint.

2. To be Covered

2.1 PowerPoint Basics
- Getting Started with PowerPoint
- Creating and Opening Presentations
- Saving Presentations

2.2 Working with Slides
- Slide Basics
- Text Basics
- Applying Themes
- Applying Transitions
- Managing Slides
- Using Find & Replace
- Printing
- Presenting Your Slide Show

2.3 Text and Objects

- Lists
- Indents and Line Spacing
- Inserting Pictures
- Formatting Pictures
- Shapes
- Aligning, Ordering, and Grouping Objects
- Animating Text and Objects

2.4 More Objects

- Inserting Videos
- Inserting Audio
- Tables
- Charts
- SmartArt Graphics
- Checking Spelling and Grammar
- Reviewing Presentations
- Inspecting and Protecting Presentations
- Modifying Themes
- Slide Master View
- Hyperlinks
- Action Buttons
- Rehearsing and Recording Your Presentation