

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Create, save and print presentations
- * Create slides and modify slid setup
- * Work with and format text
- * Use the various editing views
- * Use design templates and backgrounds
- * Insert and work with clip art
- * Create tables, graph and organisation charts
- * Present, build slide shows

PREREQUISITES

It is recommended that students have basic experience with the underlying operating system, i.e. an ability to navigate the environment using the mouse and keyboard plus an understanding of computer files storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

GETTING STARTED

- * Why Use PowerPoint
- * Starting PowerPoint
- * The PowerPoint Screen
- * Working with Toolbars
- * Shortcut Menus

MAKING THE MOST OF HELP

CREATING A BASIC PRESENTATION

- * Creating your Presentation
- * Viewing and running your show

FILE OPERATIONS

- * Saving and closing your presentations
- * Opening an existing Presentation
- * Opening a recently used presentation
- * Handling multiple presentations

WORKING WITH SLIDES

- * Adding new slides
- * Changing slide layouts
- * Changing the slide view using Normal, Outline, Slide, Slide Sorter and Slide Show views
- * Moving between slides
- * Undoing and redoing an action

TEMPLATES AND BACKGROUNDS

- * Changing the overall design
- * Applying a design template
- * Changing the colour scheme
- * Customising slide backgrounds

WORKING WITH TEXT

- * Selecting Text
- * Adding bullet paragraphs
- * Promoting and demoting points
- * Finder

REORGANISING TEXT AND SLIDES

- * Reorganising text
- * Reorganising slides in Outline and Slide Sorter views

COPYING SLIDES USING SLIDE FORMATTING TEXT AND PARAGRAPHS

- * Copying existing formats
- * Bullets and numbering

ADJUSTING AN INDENT

- * Slide Masters
- * Title and Slide masters
- * Handout and Notes masters
- * Maintaining your style and accuracy

DRAWING AND CLIPART

- * Working with pictures
- * Drawing objects
- * AutoShapes
- * Enhancing drawing objects
- * Adding text to drawing objects
- * Layering and grouping objects
- * Adding text using WordArt

ORGANISATION CHARTS

- * Creating an organisation chart

GRAPHS

- * Creating a chart

PRINTING AND PAGE SETUP

- * Slide setup
- * Headers and footers
- * Printing your presentation

SLIDE SHOWS

- * Electronic presentation effects
- * Simple slide transitions, preset animation, custom animation and transition effects, Customising animation effects
- * Rehearsing your presentation
- * Pack and Go Wizard