

## LEARNING OUTCOMES

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

- \* Work with the basic features of PowerPoint
- \* Work with presentations
- \* Create a new presentation
- \* Learn how to add slides with different layouts
- \* Insert text into a slide and modify it
- \* Insert and modify clip art in your presentation
- \* Draw and work with shapes
- \* Create and work with tables and charts
- \* Create and work with SmartArt
- \* Create animations in a presentation
- \* Create and work effectively with themes
- \* Navigate a slide show in PowerPoint
- \* Use a range of printing techniques
- \* View and modify slide masters
- \* Create and use custom templates
- \* Find the information you need in Help

## PREREQUISITES

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

## CUSTOMISATION

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

## COURSE OUTLINE

### POWERPOINT PRESENTATIONS

- \* Opening a presentation
- \* Navigating between slides
- \* Using the Zoom tool and changing views
- \* Switching between multiple files
- \* Using Help, Undo and Redo
- \* Creating a new presentation
- \* Searching your Presentation

### MANIPULATING SLIDES

- \* Inserting slides with particular layout
- \* Modifying the slide layout
- \* Changing the background colour
- \* Applying a theme to a presentation
- \* Moving, copying and deleting a slide
- \* Moving slides between presentations

### TEXT BOXES (PLACEHOLDERS)

- \* Using text boxes (Placeholders)
- \* Resizing and moving a text box
- \* Compatibility issues

### FONT FORMATTING

- \* Changing the font type, size and colour
- \* Bold, italic or underline formatting
- \* Strikethrough and shadow effects
- \* Character spacing and changing case

### PARAGRAPH FORMATTING

- \* Text alignment and Columns
- \* Using numbering and bullet points
- \* Changing the list level and line spacing
- \* Using outline view and notes
- \* Text direction and AutoFit
- \* Using the format painter

### TABLES

- \* Inserting a table and applying a style
- \* Background shading and table effects
- \* Applying borders to cells
- \* Inserting and deleting rows or columns

### ILLUSTRATIONS (GRAPHICS)

- \* Selecting, moving and copying
- \* Resizing and stretching an illustration
- \* Inserting pictures, Clip Art and shapes
- \* Inserting SmartArt and Charts

### FORMATTING GRAPHICS

- \* Line weight, style and colour
- \* Applying a shadow to an illustration
- \* Rotating or flipping an illustration
- \* Layering and aligning illustrations
- \* Grouping and ungrouping objects
- \* Graduated and semi-transparent effects
- \* Applying 3-D effects to a drawn object

### CHARTS

- \* Creating a chart
- \* Column, bar, line or pie slice colours
- \* Applying chart styles and layouts

### ORGANISATIONAL CHARTS

- \* Creating an organisation chart
- \* Adding labels to items
- \* Adding a co-worker and subordinates

### TEMPLATES AND SLIDE MASTERS

- \* Templates, Slide Masters and Themes
- \* Creating and saving a template
- \* Creating footers and inserting the date
- \* Handout and Notes Masters

### SLIDE SHOW ANIMATION EFFECTS

- \* Animation effects & Custom animation
- \* Changing the sequence of animation
- \* Inserting Action Buttons
- \* Setting Mouse over properties
- \* Using slide timings and looping options
- \* Hiding slides & Displaying hidden slides
- \* Annotating slide shows

### MEDIA CLIPS

- \* Inserting a sound clip & modify volume
- \* Controlling when the sound is played
- \* Hiding a the sound clip icon
- \* Insert a movie clip and Play full screen

### SLIDE MANIPULATION

- \* Merging slides or presentations
- \* Merging a word-processed outline
- \* Applying graduated background fill colours, texture and patterns
- \* Saving a slide in gif, jpeg or bmp

### PRINTING

- \* Spell-checking
- \* Using Portrait or Landscape orientation
- \* Selecting your output format

### CUSTOMISING AND COMPATIBILITY ISSUES

- \* Modifying PowerPoint options
- \* Compatibility issues when saving a presentation
- \* Other file types you can use when saving a presentation
- \* Saving a presentation as a template
- \* Creating a new presentation based on a customised template
- \* Minimising the Ribbon

### PRESENTATION PLANNING AND DESIGN

- \* Planning for the right environment
- \* Physical issues & design considerations
- \* Colour issues within a presentation
- \* Using a storyboard and time-line

### WORKING WITH MACROS