
Microsoft PowerPoint Introductory

Course objectives

To enable delegates to produce a PowerPoint presentation, that is clear, concise and delivers an effective message to their audience.

Target Audience

For people who are new or recent users of Microsoft PowerPoint, or any other presentation package.

Assumed Knowledge

Delegates should be familiar with the Windows operating system, either from attending a Windows Introductory course or knowledge gained at his or her place of work or home study. No knowledge of Microsoft PowerPoint is expected.

Course Agenda

Fundamentals

- Menus
- Toolbars
- The Taskbar
- Help

Slides

- Use Normal, Slide, Outline View
- Use Slide Sorter View
- Use Notes Pages View
- Add Slides
- Insert/Split Slides
- Create a Summary Slide
- Change a Slide Template
- Change the Slide Setup
- Apply a Colour Scheme
- Use a Master Page
- Apply Headers and Footers

Formatting

- Format Text
- Apply Text Effects
- Change Alignment and Spacing
- Apply Bullets and Picture Bullets
- Apply Automatic Numbering
- Use Undo and Redo
- Use Cut, Copy and Paste
- Apply Preset and Custom Animations

Presentations

- Create a New Presentation
- Use the AutoContent Wizard
- Apply Templates
- Open, Save and Close a Presentation
- Spell Check a Presentation

Objects

- Move and Resize Objects
- Insert Organisation Charts
- Insert/Crop/Re-colour ClipArt
- Insert Animated Clips
- Insert Pictures from File
- Insert Tables and Charts
- Animate Charts
- Draw on Slides
- Use AutoShapes
- Rotate and Arrange Objects
- Change Colours and Lines
- Use the Format Painter

Slide Show

- Use Basic Slide Show Functions
- Apply Action Buttons
- Apply Slide Transition and Timings
- Print Slides
- Develop and Attach Speakers Notes
- Produce Handouts