

PowerPoint Introduction / Intermediate – 1 day



Course Objectives

Learn the fundamentals of creating PowerPoint Presentations. By the end of this course, students will be able to create, save and print presentations, create slides and modify slide setup, work with and format text, use the various editing views, use design templates and backgrounds, insert and work with clip art.

Prerequisites

This course assumes you have gained a basic understanding of Windows. This course assumes no knowledge of PowerPoint.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Topics

Understanding Powerpoint

- Using Menus & Toolbars
- Opening a Presentation
- Saving & Closing a Presentation
- Using the AutoContent Wizard
- Creating a Blank Presentation
- Creating a Presentation from a Template
- Viewing Your Presentation
- Navigating Presentations
- Printing Presentations
- Getting Help from the Office Assistant

Editing a Presentation

- Inserting Slides & Text in Slide View
- Adding Slides
- Viewing a Presentation in Outline View
- Rearranging a Presentation in Outline View
- Selecting, Replacing, & Deleting Text
- Cutting, Copying, & Pasting Text
- Using Undo, Redo & Repeat
- Checking Your Spelling
- Finding & Replacing Information
- Inserting Symbols & Special Characters
- Using Slide Sorter View
- Adding Notes to Your Slides
- Working with Multiple Presentations

Formatting a Presentation

- Using the Formatting Toolbar
- Advanced Formatting with Font Dialog Box
- Using the Format Painter
- Applying a Template's Formatting
- Using the Slide Master
- Choosing a Colour Scheme
- Changing the Background Scheme
- Working with Bulleted Lists
- Changing Alignment & Line Spacing
- Adding Headers & Footers
- Using the Style Checker
- Working with Tabs & Indents
- Changing the Page Setup

Drawing & Working with Graphics

- Drawing on Your Slides
- Adding, Arranging, & Formatting Text Boxes
- Selecting, Resizing, & Deleting Objects
- Formatting Objects
- Inserting Clip Art
- Inserting & Formatting Pictures
- Aligning & Grouping Objects
- Drawing AutoShapes
- Flipping & Rotating Objects
- Layering Objects
- Applying Shadows & 3-D Effects