

Course Outline - Powerpoint Introduction : a one-day training course

Getting Started with PowerPoint

- Start and exit from PowerPoint
- Recognize parts of the PowerPoint window
- Open an existing presentation
- Understand the use of task panes
- Navigate among different views
- Change the zoom setting
- Understand some principles of presentation design

Getting Assistance with PowerPoint

- Use the Office Assistant to get help
- Use Contents, Index & Answer Wizard to get help
- Use the Ask a Question box to get help
- Manipulate the Help window
- Display ScreenTips

Working with Text Slides

- Create a blank presentation
- Create a specific type of slide
- Change the layout of a slide
- Delete a slide
- Enter and edit text in Normal & Outline views
- Promote & demote text in Normal & Outline views
- Modify slide sequence in Outline view
- Move and copy text
- Import text from Microsoft Word
- Create a text box for entering text
- Save changes to a presentation
- Recover a presentation in the event of a crash
- Close a presentation

Printing Slides and Handouts

- Select an output format for a presentation
- Preview the presentation in Print Preview
- Preview a presentation in black and white and grayscale
- Print slides in a variety of formats
- Add and print speaker notes
- Print audience handouts

Formatting and Proofing Tools

- Understand the proper use of fonts and formatting for a slide show
- Change text fonts
- Change text case
- Change the text alignment
- Change paragraph and line spacing
- Add different graphical bullets
- Add AutoNumber bullets
- Use the Format Painter to copy formatting
- Check spelling
- Find and replace text

Working with Pictures and Drawings

- Add a picture from the Clip Gallery
- Draw basic shapes and AutoShapes
- Change a shape to a different AutoShape
- Move, rotate, align and distribute objects
- Scale and size an object
- Place, wrap and format text inside a shape
- Apply formatting to different shapes
- Add WordArt text
- Create a group of objects

Editing a PowerPoint Presentation

- Open more than one presentation
- Switch between open presentations
- Select, move, resize, delete and copy PowerPoint objects
- Use the Office Clipboard
- Undo, redo and repeat edits
- Change order of slides in Slide Sorter view

Creating a Slide Show

- Start a slide show on any slide
- Get Help during a slide show
- Use on-screen navigation tools
- Animate text and objects

Microsoft PowerPoint Introduction

A one-day training course

Course Aims

Microsoft PowerPoint is one of the latest version of the popular business presentation graphics application and is part of the Microsoft Office suite. This one-day training course teaches new users to the software how to get the most out of PowerPoint's powerful features. Users will be able to customize and style presentations, create sophisticated on-screen shows and print their presentations. Specially prepared exercises provide hands-on experience of using PowerPoint, enabling users to work quickly and confidently.

Course Objectives

Upon successful completion of this Introduction course, students will be able to:

- Use PowerPoint to open an existing or new presentation; create, format, print and save slides
- Identify different elements of the PowerPoint screen
- Import text and data from other Microsoft products
- Add and manipulate pictures from the Clipart Gallery or other sources; use basic shapes and Autoshapes
- Create and save slideshows; use on-screen navigation; animate text and objects

Who Should Attend?

New and recent users of Microsoft PowerPoint who want to expand and consolidate their knowledge of the application.

Note : A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.