

Duration 1 day

Pre Requisites

Delegates should have attended the one-day Windows Introduction or should have attained a similar level of expertise.

Objectives

The objective of this course is to enable delegates to produce quality presentations quickly and effectively. This is a very practical course and at the end of the course each delegate will have produced an electronic slide show for presentation to the other delegates on the course.

Versions Available

97, 2000, XP, 2003, 2007

Further Learning

PowerPoint Intermediate
Presentation Design
Presentation Skills

Course Content

- **Getting Started**

- What is PowerPoint?
- Starting PowerPoint
- The Ribbon
- The Office Button
- Quick Access Toolbar
- Adding Commands Not found in the Ribbon
- Help
- Creating a New Presentation
- The Status Bar
- Views
- Navigation

- **Creating a Presentation**

- Creating a New Slide
- Changing Slide Layout
- Parts of a Slide
- Typing in a Placeholder
- Creating Title & Bullet Slides
- Moving around a Presentation
- Undo & Redo
- Selecting, Moving, Copying & Deleting
- Saving and Closing a Presentation
- Changing Slide Order
- Themes
- Using Outline View

- **Formatting**

- Using the Mini Toolbar
- Formatting using the Home Tab
- Text Alignment
- Changing Case
- Line & Paragraph Spacing
- Bullets and Numbering
- Borders and Shading
- Modifying the Slide Master

- **Tables**

- Creating a Table
- Typing and Selecting Text
- Adjusting Column Widths and Row Heights
- Text Alignment
- Formatting a Table
- Table Style Options

- **ClipArt and Drawings**

- Inserting ClipArt
- Inserting a Picture
- Drawing Shapes
- Selecting Objects
- Sizing and Moving Shapes
- Adding Text to a Shape
- Using Quick Styles
- Copying Formatting
- Rotating and Flipping Objects
- Using Zoom

Cont...

- **Creating Charts**

- Charting Concepts
- Creating a Chart
- Adding data to the Spreadsheet
- The Chart Tools
- Changing the Chart Style
- Changing the Chart Type
- Adding a Chart Title
- Adding Gridlines
- Repositioning the Legend
- Adding Data Labels
- Adding a Data Table
- Formatting the Chart

- **SmartArt**

- Creating a List
- Typing into the List
- Adding Graphics
- Creating an Organisation Chart
- Moving Boxes
- Formatting the Organisation Chart

- **Proofing and Printing**

- Spelling & Thesaurus
- Black & White View
- Print Preview
- Printing the Presentation

- **Working with an On-Screen Slide Show**

- Adding Transition Effects
- Running a Slide Show
- Adding Animation to All Objects on a Slide
- Adding Custom Animation