

## 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.

## Other 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