

Duration 1 day

Pre Requisites

Delegates should have basic keyboard skills. The course assumes no previous knowledge of PowerPoint.

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
- Types of Mouse Actions
- Parts of the Screen
- Views
- The Office Assistant
- Creating a New Presentation
- Creating a New Slide
- Parts of a Slide
- Creating a Title Slide
- Bulleted List Slides
- Moving Around a Presentation
- Deleting Text
- Selecting Text
- Undo & Redo
- Moving and Copying
- The Clipboard Task Pane

- **File Commands**

- Saving a New Presentation
- Closing a Presentation
- Opening an Existing Presentation
- Saving an Existing Presentation
- Quitting PowerPoint

- **Formatting Text**

- Changing the Font and Text Size
- Adding Character Formatting
- Using Format Font
- Text Alignment
- Changing Case
- Line Spacing
- Formatting Bullets and Numbering
- Adding Borders and Shading
- Switching from Colour to Black & White
- Show Formatting
- Slide Master

- **Tables**

- Creating a Table
- Typing Text in a Table
- Selecting Text in a Table
- The Tables and Borders Toolbar
- Changing Column Widths
- Changing Row Height
- Aligning
- Table Borders and Shading

- **Clip Art**

- The Clip Gallery
- Selecting Objects & Deselecting Moving and Copying an Object

- **Working with Objects**

- The Drawing Toolbar
- Selecting & Deselecting Objects
- Deleting an Object
- Moving & Copying an Object
- AutoShapes
- Customising Drawn Objects
- Copying Attributes
- Flipping and Rotating Objects
- Text Boxes
- WordArt

Cont...

- **Graphs**
 - Inserting a Graph
 - Parts of the Graph Window
 - The Standard Toolbar
 - Charting Concepts
 - Entering Data
 - Moving Around in a Datasheet
 - Viewing the Datasheet
 - Changing the Chart Type
 - Formatting Chart Objects
 - Returning to your PowerPoint Slide
 - Editing a Chart
- **Organisation Charts and Diagrams**
 - Adding an Organisation Chart or Diagram to a Slide
 - Adding/Deleting Boxes & Lines
 - Selecting Boxes and Lines
 - Moving Boxes
 - Using the Style Gallery
- **Changing a Presentation's Overall Look**
 - Presentation Setup
 - Changing Templates
- **Proofing Tools**
 - Spelling
- **Printing**
 - Print Preview
 - Printing One Copy of the Entire Presentation
 - Printing a Range of Slides
 - Printing an Outline
 - Printing Audience Handouts
 - Printing Notes Pages
- **Reorganising a Presentation**
 - Using Slide Sorter View
 - Using Outline View
- **Working with an On-Screen Slide Show**
 - Transition Effects
 - Creating Animated Slides
 - Running an On-Screen Show
 - Ending a Slide Show