

MICROSOFT POWERPOINT INTRODUCTORY LEVEL COURSE

Prerequisites:

Attendees should be familiar with a PC and the Windows environment and possess basic keyboard skills.

Duration:

This course can be delivered as a full day course or as individual 3 hour modules

Module 1 - The Basics

- Starting up PowerPoint, the PowerPoint Window, use of Tabs and the Ribbon
- Customising the Quick Access Toolbar
- Opening and Closing a presentation
- Creating and Saving New presentations
- Using PowerPoint templates and slide layouts
- Selecting a different template and slide layout
- Inserting & Formatting text
- How to Create bulleted lists
- Use of the Drawing Tools
- Inserting Pictures from your PC, Online or Stock images
- Inserting Icons & 3D Models
- Description of the Various Viewing Modes
- Deleting, Copying and Moving slides
- Printing the presentation including Speaker Notes and Audience Hand-outs

Module 2 - Creating Objects & Slide Shows

- Creating and formatting organisational charts using SmartArt graphics
- How to create and modify basic tables
- Creating Charts from within PowerPoint
 - Chart formatting options
 - Selecting the correct chart type
- Compiling a slide shows using transitions
- Use of animation within slide shows