MICROSOFT POWERPOINT
ONLINE MODULES

Duration

Each module will be 2hrs 15 minutes in total, comprising 1 hour training, 15 minute break, remaining 1 hour training to make the most of your online experience.

PowerPoint - 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
- Description of the Various Viewing Modes
- Deleting, Copying and Moving slides
- Printing the presentation including Speaker Notes and Audience Hand-outs

PowerPoint – Module 2 - Adding items to your presentation

- 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

PowerPoint – Module 3 – Multimedia

- Use of the Drawing Tools
- Inserting Pictures from your PC, Online or Stock images
- Inserting Video & Sound
- Inserting a screen recording
- Creating a Photo Album

PowerPoint – Module 4 – Using the Slide Master & Working with other applications

- Editing the Slide Master(s)
    - Adding images to all slides
    - Customising the layouts of slides
    - Customising bullets and general formatting across all slides
- Creation of templates including headers and footers
- Using Themes, Variants and Design Ideas
- Formatting the Slide Background
- Adding sections in your presentation
- Importing and linking data from other applications
- Use of Hyperlinks
- Inserting Slides from other presentations
- Publish handouts in Microsoft Word

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PowerPoint – Module 5 - Preparing your Presentation

- Compiling a slide shows using transitions
- Use of animation within slide shows
- Advanced animation effects
  - Animating Charts
  - Animating Bulleted lists
  - Using the Animation Painter
- Using the Zoom feature to create summary slides
- Using Action buttons to navigate a slide show
- Rehearse timings
- Record Narration
- Creating Custom Shows
- Hiding and viewing hidden slides
- Adding Presentation Comments & @mentions
- Working with Onscreen speaker view
- Creating a PowerPoint Show File