

MS PowerPoint - Introductory Level

This course introduces delegates to PowerPoint and covers the following topics:

- Create and edit simple presentations
- Enhance presentations by formatting
- Use the drawing tools to create and edit logos & pictures
- Insert objects
- Apply Slide design
- Set-up presentations for printing purposes
- Create and automate screen shows

Course Topics

1: PowerPoint Basics

- Getting Started with PowerPoint 2013
- Opening an Existing Presentation
- Identifying Elements of the PowerPoint Window
- The Ribbon
- Moving Between Slides
- Using PowerPoint Help
- Using the Help Table of Contents Index
- Changing PowerPoint Views
- Changing the Zoom Level
- Viewing the Presentation in Outline View
- Viewing the Presentation in Slide Sorter View
- Ending a PowerPoint Session
- Closing a Presentation

2: Creating a Presentation

- Beginning a New Presentation
- Using a Template to Begin a New Presentation
- Adding Text and Slides
- Adding a New Slide in Normal View
- Entering Text in a Bulleted List
- Adding Slides and Text in Outline View
- Using AutoCorrect
- Editing Text and Slides
- Using the Undo and Redo Commands
- Using Find and Replace
- Deleting Slides

Audience

This course is for those who need to create intuitive presentations for paper, screen or web output.

Course duration

One day

Pre-requisites

Delegates should have an understanding of any Windows operating system.



continued over 

Course Topics continued:

3: Enhancing a Presentation

- Changing Text Appearance
- Changing the Font Size
- Applying Font Styles and Effects
- Changing Text Colour
- Aligning Text
- Adjusting Line Spacing
- Using the Rulers
- Changing Slide Sequence
- Rearranging Slides in Outline View
- Creating Notes Pages and Handouts
- Formatting Handouts
- Printing Notes Pages and Handouts
- Checking Your Work

4: Creating Visual impact

- Drawing Objects
- Drawing AutoShapes
- Drawing Rectangles and Squares
- Drawing Ellipses and Circles
- Drawing Straight and Curved Lines
- Selecting and Deselecting Objects
- Duplicating an Object
- Editing Objects
- Changing Line Colours and Applying Shadows
- Changing the Line Style and the Dash Style
- Moving Objects
- Resizing Objects
- Adding Object Text and Clip Art
- Adding Clip Art to a Slide

Exam details

There is no exam at the end of this course.