



MICROSOFT POWERPOINT – INTRODUCTION

Course Duration: 1 Day

1. Introduction

- Starting PowerPoint
- The Screen
- Body Versus Title Text
- Views
- Getting Help

2. Creating a Presentation

- Creating Slides In Slide View
- Adding/Deleting Layouts
- Creating Slides Using Outline View
- Changing Levels In Outline View
- Changing Text Positions In Outline View
- Moving Between Views
- Moving Between Slides In Slide View
- Reordering Slides In Slide Sorter View
- Applying Text Attributes

3. AutoShapes

- Creating AutoShapes
- Positioning Objects
- Resizing Objects
- Adding Text To Objects
- Positioning Text Within Objects
- Adding Object Enhancements
- Using The Grid
- Using The Guides
- Deleting Objects
- Rotating/Flipping Objects

4. Adding Graphic Elements

- Creating, Modify a Graph
- Positioning A Graph
- Deleting A Graph
- Adding Clipart
- Converting Clipart to Separate Objects
- Deleting Clipart
- Creating Organisation Charts
- Creating A WordArt Object

5. Colour Schemes

- Applying Colour To Text
- Applying Colour To Objects
- Applying Colour Schemes To Slides
- Applying Template Colour Schemes To Slides
- Removing Colour Schemes
- Removing Background Items

6. Templates

- Applying Templates
- Editing Templates

7. Creating a Slide Show

- Creating Build Slides
- Transition Effects
- Rehearsing Slide Timings

8. Printing

- Printing Slides
- Printing Notes
- Printing Handouts
- Printing Outline Pages