

# Microsoft PowerPoint Introduction

## OBJECTIVES

Create a presentation using different slide layouts – text, pictures, charts, tables; design their own slide and title master; create diagrams and flow charts, use the drawing tools; apply custom animation and slide transition effects; run the slide show using mouse and/or keyboard tricks; print powerpoint in different handout formats.

**Duration:** 1 Day

### 1. INTRODUCTION

- Screen elements
- Views
- Getting help

### 2. CREATE A PRESENTATION

- Create slides in slide view
- Add/delete layouts
- Create slides using outline view
- Change levels in outline view
- Change text positions in outline view
- Move between views
- Move between slides in slide view
- Reorder slides in slide sorter view
- Apply text attributes

### 3. AUTOSHAPES

- Create AutoShapes
- Position objects
- Resize objects
- Add text to objects
- Position text within objects
- Add object enhancements
- Use the grid
- Use the guides
- Delete objects
- Rotate/flip objects

### 4. ADD GRAPHIC ELEMENTS

- Add/work with charts & clipart
- Convert clipart to separate objects
- Create organisation charts
- Create a WordArt object

### 5. COLOUR SCHEMES

- Apply colour to text
- Apply colour to objects
- Apply colour schemes to slides
- Apply template colour schemes to slides
- Remove colour schemes
- Remove background items

### 6. CREATE A SLIDE SHOW

- Create Animations
- Transition effects
- Rehearse slide timings

### 7. PRINT

- Print slides
- Print notes
- Print handouts
- Print outline pages