

## Course Outline - **Microsoft PowerPoint 97 Introductory**

**Aims:** To give users a basic introduction to the features and concepts of creating presentations in Microsoft PowerPoint 97

**Pre-requisites:** Attendance of a Windows Introduction or a good understanding of the Windows environment

**Duration:** One day

### **Introduction to PowerPoint**

Concepts of PowerPoint  
Elements of the screen  
Using the keyboard and mouse  
Working with menus  
Using the toolbars  
Help and the Office Assistant

### **Presentation Basics**

Creating new presentations  
Saving presentations  
Opening and closing presentations

### **Working with Slides**

Creating new slides  
Change the slide layout  
Deleting slides  
Working with text on slides  
Printing a presentation

### **Editing Techniques**

Moving around a presentation  
Selecting text  
Moving text with Cut, Copy and Paste  
Using Drag-and-Drop  
The Spelling and Style Checkers  
Understanding the Undo feature

### **Presentation Views**

Working in Slide View  
Building a presentation in Outline View  
Using the Slide Sorter  
Using the Notes View

### **Setting Up Slide Shows**

Viewing a Slide Show  
Setting Slide Show options  
Adding Transitions to slides  
Enhancing a presentation with Animation

### **Formatting a Presentation**

Formatting the text of a presentation  
Adding Backgrounds to slides  
Working with Slide Masters  
Using the Design Templates

### **Working with Graphics**

Drawing and manipulating AutoShapes  
Working with shapes  
Layering shapes  
Grouping shapes

### **Presentation Objects**

Working with PowerPoint Clip Art  
Adding Charts to a presentation  
Constructing Organisation Charts

taking **IT** further

Microsoft PowerPoint 97 Advanced

