

Course Outline - **MS PowerPoint Introductory**

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

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
Understanding the IntelliSense interface
Help and the Office Assistant

Presentation Basics

Creating new presentations
Saving presentations
Using the Places Bar
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 the Office Clipboard
Using Drag-and-Drop
The Spelling and Style Checkers
Understanding the Undo feature

Presentation Views

Understanding the Normal View
Building a presentation in Outline View
Working in Slide View
Using the Slide Sorter

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 Advanced

