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COURSE OUTLINE

Microsoft PowerPoint - Basic

Course Aim

Kick-start your PowerPoint skills with this comprehensive 1 day Basic course.

Learn how to create new presentations from scratch and then add Text, Graphics, Movies, Sounds and Colour.

Learn how to draw shapes to customise slide design.

Apply basic animation to slides, objects, text and graphics.

Learn how to Print various aspects of a presentation, like Slides, Handouts or Text Outlines.

Course Prerequisites

Previous experience using applications on a PC or Macintosh is a preferred but not a required prerequisite for this course.

Course Duration:

One day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual. Exercise files are available to download from our web site.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Getting Started

- The PowerPoint environment
- Navigating through a presentation
- Create, Save, Close & Open a presentation
- Slide Layout

Text

- Adding Text
- Working with Text Boxes
- Using Outline View
- Check Spelling
- Formatting Text
- Bullets and Numbering
- Speaker Notes

Slide Show

- View the Slide Show
- Presenter Tools

Graphics

- Insert Clip Art and Pictures
- Various Picture File Formats
  - .jpg, .gif, .png, .bmp, .wmf &.emf
- Moving, Scaling, Rotating and copying pictures
- Cropping, Adjusting and Compressing Pictures

Drawing

- Drawing Shapes
- Group & Ungroup shapes
- Applying Fill and Outline Colours and Effects

Master Slides

- Editing Slide and Title Masters
- Headers & Footers
- Create New Masters
- Applying Master Slides & Design Templates

Animation

- Slide Transitions
- Apply Basic Custom Animation to Text and Graphics
- Slide Timings

Printing

- Printing Handouts
- Printing Speaker Notes