



Microsoft PowerPoint Intro

Format: One day:
Max Capacity 6

This one-day course guides participants through PowerPoint, and shows how to: create text slides, use the drawing tools, add and manipulate Clip Art images, create and edit graphs and create rolling presentations.

The course involves hands-on exercise with a series of specially prepared examples to help build confidence. Knowledge of Excel and Word would be beneficial.

Course Content

- Create a new presentation
- Examine different slide types
- Create Title slides
- Create Bullet slides
- Format text and bullets
- Using the Content Placeholder:
 - Text Boxes
 - Graphics
 - Smart Art (including Organisation Charts)
 - Tables
 - Charts
- Using the on-demand ribbons to design and format text boxes, graphics, smart art, tables and charts
- Ordering and grouping objects
- Speaker Notes
- Working in Various Views
- Moving, Copying and Deleting Slides
- Printing Slides in different Layouts
- Working with Master Slides
- Inserting Headers & Footers
- Applying and customising Themes
- Saving Themes
- Slide Transitions
- Apply Animation Effects
- Run a Slide Show