

MICROSOFT POWERPOINT - INTRODUCTORY COURSE LISTING

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This course is designed for new users, or users that have been self-taught on PowerPoint. The course covers all aspect of creating a presentation from scratch right through to running a presentation with animation.

Duration: 1 Day

PowerPoint Basics

- Window Layout
- Quick Access Toolbar
- The Ribbon
- Opening an Existing Presentation
- Saving a Presentation
- Closing a Presentation

Creating a New Presentation

- Using Different Views
- Using Slide Layouts
- Selecting and Formatting Text
- Autofit Text
- Creating bulleted lists
- Graphical bullets
- AutoNumbered Lists
- Indenting Paragraphs
- Importing Slides
- Resetting slides to default

Using Masters

- The Slide Master
- The Notes Master
- The Handout Master

Working with Graphic Objects

- Drawing Lines/Arcs/Ovals/Rectangles
- Freeform
- Freehand
- Inserting Shapes
- Selecting Techniques
- Moving/Deleting/resizing Objects
- Adding Text to Objects
- Changing Attributes of Objects
- Adding lines/colours/shadows
- The Format Painter
- Moving/Copying/Duplicating Objects

Manipulating Objects

- Grouping & Ungrouping Objects
- Send to Back/Bring to Front
- Rotating/Flipping/Scaling
- Setting up Guides/Grids/Ruler

Working with Pictures

- Searching for ClipArt and Photos online.
- Adding Pictures to the Presentation
- Adding your pictures to the Library

Adding Text with the Text Tool

- As a Label
- As a Text Box

Other Text Features

- Spell Check
- AutoCorrect
- Finding and Changing Text

Creating Graphs

- Using the Graph Tool
- Editing a Graph
- Importing a Chart from Excel
- Linking a chart with Excel

SmartArt Graphics

- Converting an object to SmartArt
- Formatting SmartArt objects
- Working with SmartArt Objects
- Creating Diagrams & Organisation Charts

Creating Tables

- Using the Table slide layout
- Importing from Excel
- Importing from Word
- Linking with other programs

Printing

- Print Formats
- Printing Handouts, Notes and Slides

Creating a Slide Show

- Adding Transitions, Timings
- Animation Effects
- Custom Builds

Introduction to Designs

- Applying a Design