

Microsoft PowerPoint 1

Overview

Create slides for an engaging and interactive presentation with audience handouts, presenter scripts and notes incorporating illustrations, charts and diagrams. Learn how to use animation to keep your audience focused and engaged.

Aims and objectives

On completion of this PowerPoint course delegates will be able to:

- ✓ Develop simple PowerPoint presentations
- ✓ Create, enhance, and print presentation slides
- ✓ Create simple charts on PowerPoint slides
- ✓ Use and edit Themes to give a standard style and design to presentations
- ✓ Use images and picture tools to illustrate slides
- ✓ Use the drawing tools and shapes to create complex diagrams
- ✓ Apply animation and transition effects to keep audience focused
- ✓ Understand the purpose of slide, sorter and show views

Course Content

Introduction to PowerPoint

- Create New Presentation
- Entering Text into Placeholders
- Adding Slides to a Presentation
- Changing Slide Layouts
- Saving, Closing & Opening a New Presentation

Formatting Presentation Text

- Formatting Text
- Modifying the Font Size, Effect and Colour
- Changing the Text Alignment
- Setting Tab Stops
- Using the AutoFit Options Smart Tag
- Copy and Paste options and Clipboard task pane

Formatting Bullets and Numbers

- Adding & Removing Bullet points and Numbers

- Customising Bullets and Numbers
- Adjusting Levels in a Bulleted List
- Adjusting Spacing in a Bulleted List
- Adjusting paragraph spacing

Editing and Proofing Text

- Selecting Text
- Deleting Slide Items
- Working in Outline view
- Moving/Copying Text between Slides

Printing

- Printing Presentations
- Selecting Page Setup Options
- Previewing a Presentation
- Printing Slides, Outlines, Speaker Notes & Handouts
- Creating Headers and Footers

Themes

- Working with Themes

- Customising Themes
- Applying Different Backgrounds
- Saving and Applying a Custom Theme

Using Graphic Images

- Inserting a Picture
- Cropping a Picture
- Moving a Picture
- Resizing a Picture
- Picture tools ribbon

Working with Drawing Objects

- Drawing Shapes
- Formatting Shapes
- Applying Special Effects to Shapes
- Displaying the Ruler, Grid and Guides
- Stacking shapes
- Creating diagrams with shapes
- Creating a Text Box

Charts and graphs

- Creating Charts
- Editing Chart Data
- Changing Chart Type
- Formatting a Chart

Slide Transitions

- Apply transition effects

Animations

- Animate bullet points
- Animate objects and images
- Animate chart elements

Using Views

- Slide Sorter View
- Notes View

Slide Show

- Navigating a Slide Show
- Slide Show options